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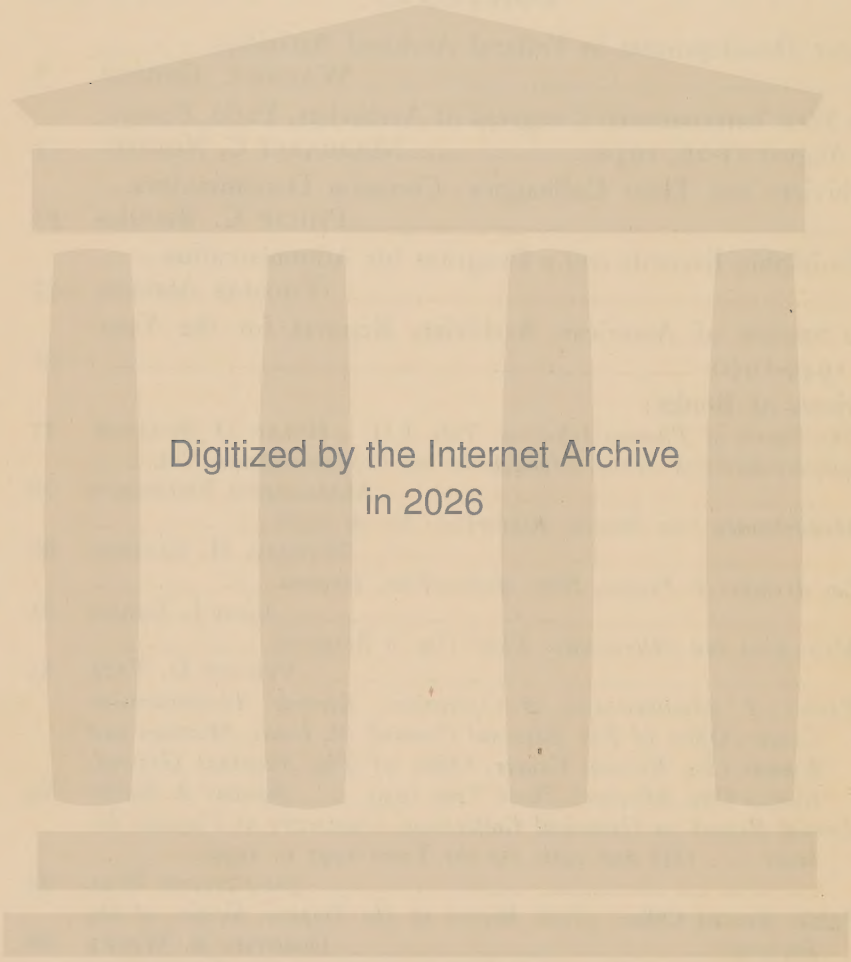

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Recent Developments in Federal Archival Activities[1]

By WAYNE C. GROVER

Archivist of the United States

THE trouble with recent developments is that they are still developing. Worst of all, since I must admit to being a participant in some of these developments, I am likely to be a prejudiced observer — prejudiced, that is, in favor of developments that I am in favor of. To those who are not in favor of developments that I am in favor of, must obviously be left the task of calm and dispassionate appraisal.

I should judge that the principal events of the recent past affecting Federal archival activities, listed as an archivist should list them, in proper chronological order, were, first, the publication of the Hoover Commission recommendations on records management in January and February, 1949; second, the transfer of the National Archives Establishment to the new General Services Administration in July, 1949; third, the passage of the Federal Records Act of 1950 and its signature by the President on September 5, 1950; fourth, the establishment of a Federal records management staff, separate from the staff of the National Archives but within the single organizational entity now called the National Archives and Records Service instead of the National Archives Establishment; and fifth, the establishment of a system of Federal Records Centers in various regional areas of the United States. The two latter developments are in process now and should be dated, I suppose, simply as occurring in the Fiscal Year of our Lord, 1951.

Parenthetically, I probably should have preceded all these events with the development of the atomic bomb. This weapon, together with the possible manufacture of the hydrogen bomb, ultimately may have a more far-reaching influence on Federal archival activities than any I have mentioned. Some archivists might be willing to list the Hoover report in the same explosive category. With all deference to my friend and colleague, Ed Leahy,[2] I put it on a somewhat lesser plane.

[1] Read before the annual meeting of the Society of American Archivists, at Madison, Wisconsin, October 10, 1950.

[2] Emmett J. Leahy, author of the task force report on records management prepared for the Commission on Organization of the Executive Branch of the Government.

Now, before we attempt to examine or evaluate in any detail the five events I have listed above — excluding the atomic bomb but not the Leahy bomb — I should like to recall certain situations that existed two or three years ago when I returned to the National Archives Establishment from the War Department. I had been absent several years and I will tell you, confidentially, that I didn't apply either for the job of Assistant Archivist, to which I returned, or the job of Archivist. I mention this merely to assure you that I know trouble when I see it. The National Archives — continuing in the line forced upon it by depression, war, and budgetary problems — faced not one but several very difficult situations. Something fairly dramatic, as those things go in our customarily quiet archival world, needed to happen, for reasons I will mention later. One never knows in such dramas, quiet or not, whether he is casting himself as the villain, the hero, or just a plain every-day fall guy. Besides, as any good bureaucrat knows, there is nothing quite so painful as making decisions and taking action, and it was evident that decisions had to be made and action had to be taken.

The history of the National Archives Establishment shows a truly remarkable degree of success on the part of my predecessors in meeting the difficulties that faced them. In my opinion they did the right things — the things that simply had to be done — in the situations in which they worked, and with the experience available to them. On only one matter do I envy them: When R. D. W. Connor did his miraculous job of staffing and organizing the National Archives on a professional basis, in a country with only the meagerest background in archival administration, he started with an empty building. When Solon Buck made the National Archives an indispensable part of the administrative machinery of the Federal Government, playing a role in the management of this machinery that no other archival agency had ever attempted, he started with a building that was still more than half empty. When I became Archivist, the National Archives Building, constructed only a few short years ago after nearly a century and a half of agitation, was for all practical purposes full — full to the gunwales with records.

I do not need to tell you that this fact had a sobering effect on me. The Archivist is charged, professionally as an archivist and legally as a Government official, with the selection and preservation of the enduring archives of the Federal Government. This is an obligation of the most profound and serious character. It can only be realized in all its implications by trying to imagine what our Government and our educational system would be like without such archives. We

think of amnesia in an individual as a dreadful affair, but fortunately one that is usually temporary. Compare it with the kind of permanent amnesia that would set in on a government with the factual record of its past, as represented in its archives, obliterated: The hundreds of thousands of documents that give cohesion and consistency to the organization and conduct of our national Government; the wealth of hard-won experience and knowledge, in all its immense and intricate detail; the documents that by the tens of hundreds of thousands record our rights and duties and status as citizens, and link us as individuals into the great chain of past and future.

But of course it is quite unnecessary for me to declaim to you, as archivists, upon the burden we all bear. There is no more prosaic occupation, day-by-day, than that of archivist; and no occupation, generation-by-generation, with a more dramatic task. All this is simply to say that as an archivist, faced with the serious responsibilities of his profession and position, I could hardly fail to be impressed by this one salient fact: A building that had been intended by those who planned it to satisfy the requirements of the Federal Government for at least two or three generations was virtually filled in 15 short years. Congress, in fact, had not even gotten around to providing the money to finish the interior construction and equipment of the building!

Now, of course, I shouldn't dwell on this fact too long, since there is certainly danger of over-emphasizing it and there is no mystery at all in how it came about. Big Government simply results in Big Records, and the only question is how we go about the task of assuring that the relatively small percentage of permanent records among them is properly preserved and made available, not only to succeeding generations but to our own generation.

In 1948, I and various of my colleagues recognized a few of the alternatives. One of them — a way that is always fascinating to contemplate — would have been to do nothing. The Budget Bureau being what it is, I am not certain this would have been possible. But assuming it had been, there might have been one or two interesting results. First, I have fairly good reason to suppose that in the wealthier Government departments we would have seen the development of ministerial archival establishments, similar to those that exist in European governments. Those who did the original planning for the National Archives Establishment thought this unwise, and I think it both unwise and uneconomical. Second, the poorer departments and agencies, always hard pressed for space, would

have re-created the situation that existed when the National Archives Establishment came into being in 1935, gradually filling up offices, attics, basements, and almost any other available space in the utmost jumble of administrative wastefulness, disorder, and neglect. This process, in plain fact, had already begun again by 1950. If it is arrrested, it will be because we did not adopt the alternative of doing nothing.

A second possible alternative, always looked upon with naive hope and enthusiasm by those who have not had the experience of facing Congressional subcommittees on appropriations, was that we persuade Congress immediately to provide funds for National Archives Annex No. 1. As a matter of fact, we tried this, with signal unsuccess, although some additional new construction will have to come sooner or later. Congress has authorized no extensive building program for the civilian agencies of the Executive Branch of the Government for the past 10 years, and is unlikely to do so in the near future.

Now I have been speaking of possible alternatives as if they were really alternative courses of action. This too, like my emphasis on our building full of records, can be overdone. In 1948, as always, it was the total situation that counted. The elements added up, not as alternatives, but as conditioning factors. One factor, space, had reached a turning point. And since the space in the National Archives Building had been a sort of escape valve for other agencies, one could expect various unfortunate things to happen in the numerous departments and agencies of the Government if nothing were done — another conditioning factor. And Congress, that most important of all factors, seemed in the words of my colleague, Oliver Holmes, in his notable article in the *American Archivist* a year ago, ". . . to have settled upon the [National Archives] a sort of fixed annual allowance that no presentation of the facts of life could increase." [3] That certainly was a factor; and associated with it was one other — a factor that seemed to me rather important.

I am not sure that I can express this matter without implying that I disagree with the policies pursued by my predecessor during the war, which I don't. I refer to the increasing amount of time and energy and thought our most experienced and best qualified archivists in the professional custodial branches of the National Archives were having to give to records problems in other agencies of the Government, at the expense of archival work within the Na-

[3] Oliver W. Holmes, "The National Archives at a Turn in the Road," *American Archivist*, 12:341 (Oct. 1949).

tional Archives. No one should jump to any hasty conclusions here. I do not believe that archivists should retreat to the cloisters. It is a problem, in the Federal Government, of organization and emphasis in large part, although it is in some part also a matter of function. The fact is, to quote Holmes' article again: since the business of being disorderly is so human, "There is no end . . . to the amount of funds that can be put into records administration work." [4] Actually, the National Archives was at the point where some balance and stability had to be achieved: Some turning back, within the branches having custody of records in the National Archives, toward the traditional functions that had had to be neglected during the war.

One further factor that had a bearing on the situation, and then I will leave the background and talk briefly about the developments. This factor had its derivation in the mundane business known in the Federal civil service as "job description" and "job series." In April 1947 the first examination for archivists in the higher grades P-2 through P-6 was announced. Previously there had been examinations for the lowest grade professional archivist, P-1, in which certain minimum academic qualifications were maintained. Because of a number of very practical job-classification problems arising out of the war, for which no one is to blame more than I am myself, the 1947 announcement made it possible to substitute experience for academic qualifications in such a way that in time, the latter might very well disappear. In addition, no attempt was made to distinguish between the work of an archivist and that of a staff specialist in current records management. The latter, in my present opinion, belongs in what the Federal Government calls the Organization and Methods Examining series of job classifications, rather than the archivists series. By 1948, although I was uncertain how to resolve the problem, I was pretty sure we had to begin drawing some distinction between archival work and current records management work, if only to allay the mounting confusion among civil service job classifiers. Now I must add immediately that archivists should and are being used as staff specialists in certain phases of current records management work. This, I am sure, will continue to cause some degree of confusion in the minds of job classifiers; and no doubt it confuses you right now. But I shan't stop to explain. There is and always will be, I hope, much overlapping between current records management and archival activities. But each has a basically different emphasis and requires different qualifications, no matter how

[4] *Ibid.*, p. 351.

closely the activities and individuals involved are related to each other in common purpose.

Speaking by and large, academic qualifications in history and the social sciences are essential for an archivist, if he is to develop subject-matter competence in the areas of documentation for which he is responsible. I believe he must develop such competence if he is to perform his professional chores intelligently. On the other hand, management outlook and experience are essential to the records management specialist, if he is to develop as a member of the management team — and it is only as a member of that team that he can ever hope to be effective in the long run. In a word, the whole field of dealing with records has progressed sufficiently to demand a certain amount of specialization. At least that is one of the assumptions that affected my own view of the situation in 1948.

Now that is enough about the setting and the situation. One possible opportunity to do something about it was right at hand, in the form of the bipartisan Commission on Organization of the Executive Branch of the Government, organized under an Act of Congress passed in July 1947 — the so-called Hoover Commission. Whether or not it was the right opportunity, I will leave for posterity to decide. On the record so far — the record of accomplishment in coming to grips with the problems I have mentioned above and of other problems created for archivists and records management specialists by contemporary records — I believe it was the right opportunity.

At any rate, whether or no, I directed Oliver Holmes, then our Program Adviser, to prepare a letter calling the attention of the Chairman of the Commission to the need for a "task force" to consider Federal records management problems, some of which were outlined in the letter. Mr. Holmes, in his article a year ago, stated that "It was not supposed . . ." that a task force study would have much practical effect, other than to draw attention to the problem and point up the alternatives.[5] For myself, I supposed that the study would have at least a fifty-fifty chance of accomplishing three things: Strengthening the then existing Budget Bureau staff working in the field of current records management; providing a statutory basis for agency programs; and finally, strengthening our case in the National Archives for the establishment of a number of strategically located Federal Records Centers. Since I knew that certain influential figures in the Budget Bureau also were behind the formation of the task force, I felt it had a fair chance of success.

[5] *Ibid.*, p. 347.

We both reckoned without the dynamic personality of Ed Leahy. The letter was dispatched, the task force approved, and I confess here and now that I recommended Leahy to head it up. The report he prepared has been the subject of much quibbling about style and statistics, and not a little misunderstanding. It was what Ed called an "action" document. It was not the kind of report I might have written, or that many others might have written. On the other hand, it did succeed in its purpose — it stimulated action — better, I am sure, than the report I might have written. The question is: Has it been the right kind of action?

In practice, we have found it possible to alter and perfect and refine some of his recommendations, particularly those relating to the content of new legislation. There were other matters, such as the title of the person in charge and the name of the over-all organization that would supervise the Federal records program. I won't bore you with the gruesome and perhaps bureaucratic details of our disagreements. When the Commission itself, sitting as the final authority, recommended the establishment of a new and unique governmental organization — the General Services Administration — it was quite inevitable that the National Archives Establishment would have to be transferred to it. The alternative, if there was such a thing, was to disclaim the years of effort to make the National Archives a "general service" agency of the Government in the records field. This we could not and did not do.

We have now been a part of GSA for some 15 months. We have gained immensely from this association in resources, facilities, authority, and prestige in the field of Federal records management. Since as Archivist I must look at the entire records problem, and look at it sometimes in crass and material terms, these resources seem quite helpful. Our appropriation in this fiscal year 1951 is approximately 2½ million dollars, as compared with approximately half that much for fiscal year 1948. The increase is being applied largely to the establishment of Federal Records Centers in Washington, D. C., Chicago, New York City, and San Francisco. I assure you, in this connection, we are finding it quite advantageous to be in the agency that controls space and equipment for the Government.

Looking at the Federal records problem as a whole, we have every prospect in GSA of bringing order and intelligence into the management of Federal records, improving their quality as well as decreasing their quantity, and — what is at the heart of the matter — assuring the preservation of those that are worthy of being preserved. We can do this, and we can also save the taxpayers some

money, with our records management program. We are going to see that records having insufficient value to be maintained in perpetuity by the taxpayer are destroyed. We are going to get into the gadgetry of record-making and record-keeping, and cut the flow of the taxpayers' money into this field. I may be wrong in saying that I, as Archivist of the United States, have an interest in such problems. But I think I will prove to be less wrong than those archival officials who do not face up to the Gargantuan problems posed by contemporary record-creating mechanisms and organizations.

What happens to our archival role as a cultural organization in the process? That question has disturbed some of us — but I should add rather emphatically, for *some* years. I am quite proud of the fact that I am an alumnus of the stack areas in the National Archives — the places where records are kept and handled. I am not unfamiliar with the bouquet of vintage vellum. Therefore I ask myself, what are the conditions under which an archival institution can fulfill its cultural and educational purposes — whether these be to serve scholarship or the Government itself?

First, assuming of course you have a building and a significant body of archives, one must equate the words "institution" and "staff." The staff — past, present, and future — makes the institution. And from here on I am speaking particularly of that part of our professional archival staff that is responsible for the preservation and use of our holdings in the National Archives Building. What, then, are the conditions under which this archival staff can fulfill its cultural and educational purposes?

In any governmental organization, the process that is called "administration" is likely to come in large doses. In the development of scientific and scholarly work, the emphasis must be on the individual — his initiative, competence, productiveness, and reputation in his field. I therefore postulate first of all that a minimum harassment with internal administrative paper-work is important. Ever since I have known them, the professional record-keeping units of the National Archives have been encumbered with too much "administration." We are trying to cut it down, within the inevitable limits set by program and budgetary planning and supervision.

Secondly, the staff at some point in its development should cease to be hard-pressed and preoccupied by the sheer physical aspects of work incident to the large-scale accessioning of records. Inevitably, during the decade 1937 to 1947, this was the largest task confronting the National Archives. We had to appraise, select, and accession the backlog of 150 years of Federal records. Because of space

shortages in other agencies during the depression and war, it was done too hastily. We have accessioned records, unavoidably, that should not be in the National Archives Building. More serious — for we are constantly reappraising and refining our holdings — we have accumulated certain habits. It was a real big spree — that accessioning spree from 1937 to 1947. Lack of space, perhaps very fortunately, is forcing us to taper off. We are learning to say "no." The establishment of records centers enables us to say it in good conscience. We need no longer assume responsibility in the National Archives Building for records that are unscreened, too recent, too active, or of dubious enduring value. We have not done much of that but we have done some; we need now do none. The energies of our National Archives staff can be turned to the tasks of digesting, arranging, describing, preserving, publishing and otherwise assuring the usability of the riches we have gathered together these past 15 years.

Finally, this staff — and now I am speaking particularly of the cream of the staff at the higher supervisory and professional levels — must be freed as much as possible from the burden of solving all the records problems of the Government. I have spoken of this briefly above. During the war, rightly and necessarily because there was no one else to do it, our best talents within the National Archives were diverted to the task of carrying the gospel of good records management to other agencies of the Government. The establishment within the National Archives and Records Service of a Records Management Division, together with the passage of the Federal Records Act of 1950 — requiring all agencies to undertake a records management program — will relieve archivists in the National Archives itself of much of this burden.

The development of the National Archives as a cultural institution, serving not only the world of scholarship but in a broad sense the Government itself (for the Government also requires the advice and knowledge of its own past experience) — this development can proceed as rapidly as our staff is willing and able to go. For my part, I shall see that the professional spirit is nourished and strengthened with all the energy and resources and imagination I can muster.

One final word about the new Federal Records Act of 1950, and then I shall desist. This Act had the support of the President, the Budget Bureau, the Administrator of General Services, the Comptroller General, the National Citizen's Committee for the Hoover Report, Ed Leahy, Phil Brooks,[6] and the Archivist of the United

[6] President of the Society of American Archivists.

States. For the record, I should say that the support of Leahy, if not decisive, should certainly be heavily weighed, since he carried with him the backing of the Citizen's Committee.

The Act was passed unanimously by both the House and Senate. It has many good things in it bearing upon archival administration — some provisions we have felt necessary for years. We are preparing a paper explaining the various provisions in the Act and showing changes from previous legislative enactments. Most of you will see copies of this paper in due time, so I shall not go into detail.

There is one matter, however, I wish to mention briefly. I have great hopes that the National Historical Publications Commission, with the expanded functions, membership, and the permanent staff authorized by the new law, will play a much more significant part in our affairs than it has in the past. I expect the Commission not only to be active in determining the character and extent of documentary publications of the Federal Government, but to become a channel through which we can encourage and support State and local archival and historical activities.

The functions of the Commission, as now set forth, are to "make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for printing or otherwise recording at the public expense"; and to "cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States." I do not expect miracles overnight from the reactivation of this long-dormant Commission. I do expect that slowly, over the years, it will establish itself as an important source of inspiration and aid both to historians and archivists and, above all, as a common meeting ground for these two professional groups. As the archival profession develops its own body of knowledge, qualifications and responsibilities, it must increase — not lessen — the sources of contact with the historical profession and other scholarly groups. There is no ingrate like the child who spurns his parent — or, for that matter, the parent who spurns his child. The offspring may get older, but the family resemblance is still there; and, we hope, the family spirit.

The First International Congress of Archivists, Paris, France August 21-26, 1950

By MARGARET C. NORTON

Archivist of Illinois
Delegate of the Society at the International Congress of Archivists

THE International Council of Archivists was organized in June 1948 under the sponsorship of the United Nations Educational, Scientific and Cultural Organization. Upon invitation of the Archives Nationales of France and the archivists of France, the Council called the First International Congress of Archivists to meet at Paris August 21-26, 1950. The only previous international meeting of archivists was the Congress of Archivists and Librarians held at Brussels in 1910. All countries having membership in the United Nations were invited to participate in the Paris meeting. The archivists of Spain and Germany were notified of the Congress and told that they might attend as individuals. Russia and her allied nations did not send delegates, but 350 archivists from 30 other nations were registered, while an unspecified number of archivists were turned away for lack of accomodations.

The Constitution adopted at the inaugural meeting of the Provisional Council convened by UNESCO in 1948, defines the general purposes of the International Council of Archives as follows:

(a) To hold periodically an International Congress of Archivists.

(b) To establish, maintain, and strengthen relations among archivists of all lands, and among all professional and other agencies or institutions concerned with the custody, organization or administration of archives, public or private, wheresoever located.

(c) To promote all possible measures for the preservation, protection and defence against all hazards of the archival heritage of mankind, and to advance all aspects of the professional administration of archives by providing greater opportunities for the exchange of all ideas and information on problems concerning archives.

(d) To facilitate the use of archives and their more effective and impartial study by making their contents more widely known, making reproductions more readily available, and encouraging greater freedom of access.

(e) To promote, organize and co-ordinate all desirable international activities in the field of archival administration.

(f) To co-operate with all organizations concerned with the documentation of human experience and the use of that documentation for the benefit of mankind.

The authoritative body of the International Council of Archives is the Constituent Assembly. It is composed of the officers of the Council and members of its Executive Board, the honorary members of the Council, and three delegates from each country (one delegate from its national archives and two delegates designated by the national association of archivists of the country). Any archivist may attend the Congresses and take part in discussions from the floor, but all business is conducted by the Constituent Assembly.

The members of the first Executive Board were Charles Samaran of France, President; Solon J. Buck of the United States and Hilary Jenkinson of England, Vice Presidents; Herbert O. Brayer and Oliver W. Holmes of the United States, Secretary General and Assistant Secretary General, respectively; D. P. M. Graswinckel of the Netherlands, Treasurer; and the following members of the Council: Vaslov Husa of Czechoslovakia, Julio Jimenez Rueda of Mexico, Emilio Re of Italy, and Asgaut Steinnes of Norway.

The Executive Board and the Constituent Assembly held a series of business meetings at UNESCO House on August 21 and 22, preceding the formal convening of the Congress on August 23. Mr. Brayer having resigned as Secretary General and not being present, Lester Born of the Library of Congress was appointed Secretary *pro tem.* The three American delegates to the Constituent Assembly were Wayne C. Grover, representing the National Archives, and Oliver W. Holmes and Margaret C. Norton, representing the Society of American Archivists. England, Finland, France, Italy, Mexico, Norway, the Netherlands, Switzerland, Venezuela, Canada, and Denmark were represented. India and Israel sent word that they were unable to send delegates, although tables had been reserved for them.

Invitations to the meeting stated that proceedings were to be conducted in the languages of the United Nations: Chinese, English, French, Russian, and Spanish. One Spanish speech before the Constituent Assembly the first day was translated into both French and English. Aside from that, all proceedings of the Constituent Assembly and the Congress were conducted in French and English, with oral translations, often sketchy, from one language to the other. French naturally predominated.

The principal matters of business before the Constituent Assembly were the revision of the Constitution, the election of new officers, and the tentative selection of the location and date for the next Congress of Archivists.

The most important constitutional amendments decided upon concerned the basis of membership in the International Council on Archives and the amount of membership dues. The constitution as drafted in 1948 provided for three votes in the Constituent Assembly for each country, with one delegate from each national archives and two from each national association of archivists. Other archival institutions, public or private, and individual archivists were eligible to become members, with the privilege of attending Congresses and speaking from the floor, but without the right to vote. Many of the European archivists, especially the French, favored the continuation of these provisions. There was considerable debate over the question of whether the delegates were to vote separately or as a unit. Some of the smaller countries wanted three votes, even if unable to send more than one delegate. The American archivists, through their spokesman, Dr. Buck, held out for a more democratic organization — not a federation of national archives and national archival societies, but a professional organization of archivists in which each archival institution would be able to vote separately. The matter was referred to a special committee which recommended the adoption of the American plan.

The Constitution as revised by the Constituent Assembly provides that the following shall be the categories of membership:

(a) *National or international regional archival associations, i.e. associations of institutions or persons interested professionally or otherwise in any aspect of the conservation or availability of archives.*

Such Associations shall become full Members on application and after acceptance by the Executive Board and payment of the established dues. They shall be entitled to receive all publications, services and privileges of the Council and to send two delegates each, officially accredited, to each Congress.

Associational membership on the Council from any one nation shall be limited to a single association, except that the Executive Board may admit to such membership international regional associations not withstanding the fact that they include within their membership members of national associations already represented separately on the Council. Where there are several archival Associations in any country, it shall be the responsibility of the associations in question to establish a joint committee or other machinery to coordinate their activity viz a viz the Council.

(b) *Institutional and Individual Membership.*

1) *Archival institutions, i.e. bodies charged with the care of archives of any kind.*

Such institutions (for example, archives of the national Government; in a country with federal Government, the archives of the states, of provinces, of cantons, etc.; in other countries the archives of regions, provinces, or departments; municipal, ecclesiastic, notarial, or private archives, etc., etc.) which are staffed by professionally qualified personnel shall, upon application, and after acceptance by the Executive Board and payment of the appropriate dues, become institutional members, shall be entitled to send one representative to the Constituent Assembly, shall have the right to one vote each, and shall receive at a reduced price all publications and services of the Council.

2) *Individuals who are professional archivists.*

Such individuals, whether currently engaged in archival work or not, upon application and after acceptance by the Executive Board, and payment of the appropriate dues, shall become Individual members, and shall be entitled to receive all publications at a reduced price, to hold office, and to be present at meetings of the Constituent Assembly, but shall have a voice in meetings of that body only to the extent set forth in Section 15.

The question of dues brought up the delicate implications of "hard and soft currencies." In no part of the business proceedings was there such a sense of tension, yet in no other part of the meeting was there manifest more international comaraderie between archivists who were putting professional concerns above national considerations. It was obvious that the "soft currency" countries could neither afford nor would their governments permit them to pay dues sufficient to support the activities of the International Council on Archives. It was obvious that those countries in a stronger financial position, particularly the United States, would have to bear a disproportionate share of the costs, for the present at least. The representatives from the "soft currency" countries did not want to say this directly, and the Americans certainly did not want to emphasize this monetary situation by proposing a differential in dues. It was finally agreed that each Congress shall fix the dues, which shall remain in force until the next meeting or until changed by some subsequent Congress. For the next three years dues will be as follows: 30 Swiss francs for national archival institutions and national societies, 15 Swiss francs for non-national archival institutions, and 5 Swiss francs for individual members. In sending out notices of dues, the Secretary General, was instructed

to explain that these dues constitute the minimum fee, and to urge that the amounts sent be as generous as possible. The French delegation suggested that national archival agencies should be requested to pay at least 55 Swiss francs if possible.

Election of officers for the next three years was the next item on the agenda. It was felt that in these initial years it would be an advantage to have the President in Paris so that he might be in close touch with the headquarters of UNESCO; and Charles Braibant, present Archivist of France was elected. The new Vice President for the Eastern Hemisphere is D. P. M. Graswinckel of the Netherlands, and the Vice President for the Western Hemisphere is Wayne C. Grover, Archivist of the United States. The membership of the Executive Board (exclusive of the officers of the Council) was reduced to six. Solon J. Buck of the United States, Hilary Jenkinson of England, and Emilio Re of Italy were held over, and Héctor García Chuecos of Venezuela, Purnendu Basu of India, and Gustave Vaucher of Switzerland are the new members. The Executive Board was to appoint one Secretary General, one Treasurer, and if necessary, two Deputy Secretaries General, one for each hemisphere. It was also to fix the place and date of the second Congress. Presumably that latter action was taken at the final business meeting of the Board on August 25, but no report thereon was issued. It seemed to be generally understood, however, that the next meeting will be held in the Netherlands in 1953.

The business for the second afternoon session of the Constituent Assembly was largely confined to a discussion of present and future activities of the International Council on Archives. The Assembly passed a resolution requesting UNESCO to set up a special division on archives as it has already done for libraries. The American delegation presented two resolutions. The first called for the creation of a special committee to study the effectiveness of efforts to preserve archives during the past war, to compile reports from each nation thereon, and to prepare a set of standards for assuring the preservation of archives in wartime, which could be brought to the attention of each government. This resolution was passed after discussion, which brought out that this is a subject in which UNESCO is interested and for which it desires active cooperation from the Council.

The second American resolution called for a committee to study the formulation of principles which would result in greater freedom of access to archives by scholars. Mr. Grover, in explanation of the resolution, commented that American archives are, with some re-

strictions of an administrative and security nature, open down to recent date, whereas most European records are completely closed to scholars for a period of from 50 years or longer. He did not expect the proposed committee itself to remove existing restrictions but rather to formulate principles upon which future restrictions could be based. He also thought that such a committee could be useful in promoting and coordinating programs for the exchange of microfilm copies between the various countries. The new President, Mr. Braibant, expressed himself as opposed to the creation of many international committees, not because of lack of sympathy for the objective, but because of the practical difficulties of travel and communication. The Assembly endorsed the principles of freer access to archives and the exchange of copies as being among objectives of the Council expressed in Section 2 of the Constitution, but it left the method of implementing the program, whether by appointment of a subcommittee of the Executive Board or by the creation of a special committee, to the discretion of the Executive Board.

One of the most important topics on the Assembly agenda was the publication program for the International Council on Archives. In view of the fact that Mr. Re of Italy was to report on this subject at one of the sessions of the Congress, it was decided not to discuss it in the Constituent Assembly but to authorize the Executive Board to act in accordance with opinions expressed in the open meeting.

THE CONGRESS

The First International Congress of Archivists, called by the International Council on Archives, convened on Wednesday August 23. Headquarters were at the Archives Nationales, which was closed to the public all week. One of the larger buildings, the Hotel de Rohan, was used for registration facilities and an auditorium, while the Palais Soubise, which normally houses the search room and exhibits, was given over entirely to exhibits. An exchange bureau and a branch office of the French Tourist Bureau were appreciated additions to the registration desk. The program provided a thoughtful balance between work sessions, at which major archival programs were discussed, and social events which gave an opportunity for archivists to become acquainted and to discuss their mutual problems informally. A program of sightseeing and special events (which included a Dior style show) was provided for ladies accompanying the delegates.

On Monday and Tuesday preceding the formal opening of the

Congress the Archives Nationales held open house. Guides were on duty to show all parts of the institution. The exhibits were of great interest. The search room was cleared to provide space for an extensive exhibit of steel stack and filing equipment manufactured by the Forges de Strasbourg, the European representatives of the American Snead and Company. The microfilm department and the lamination laboratory (Barrows equipped) attracted crowds. Treasures of the Archives were displayed on tables in the various stack areas.

Besides the permanent exhibits in the beautiful rooms of the eighteenth century Prince Soubise, a large section of the first floor of the Palais was given over to an international exhibit entitled "Seals and Heraldry in Art and Life from the Middle Ages to Our Day." England, Austria, Belgium, Holland, Sweden, Switzerland, and all parts of France had loaned for exhibit their most interesting seals and heraldic representations, to add, as the program stated, a hitherto unpublished chapter in the history of art. Enlargements, placed beside plaster casts, permitted one to follow the parallel development of the arts of seals and of sculpture; whereas all aspects of mediaeval life, from the work of the artisans to the equipment of ships or the building of cities, lived again in these little, minutely exact monuments. A profusely illustrated and elaborate catalog of the exhibit was presented to the delegates.

In reporting a convention one is tempted to overemphasize its social aspects to the neglect of the formal papers presented. Yet, at an international meeting even more than at a national convention, the opportunity to become acquainted with other persons in one's profession and to discuss mutual problems is most important. Even those of us who were not linguists found that a smile and a warm handclasp can go a long way toward establishing meaningful friendships. After all, most of us read each other's languages even if we did not speak them, and the ideas we tried to convey to each other in an amusing hodge-podge of French, English, German, Spanish, Latin, or any other fragments of language at our command can and will be reduced to writing through correspondence. Famous archivists, who before the meeting were mere names to us, are now distinct personalities and our friends. Those who say peace among nations is impossible should have seen, and heard, this Congress of Archivists.

The first formal social affair was a reception at UNESCO House following the Tuesday afternoon program. On Wednesday we visited the library of the Musée de l'Homme at the Palais de Chail-

lot. This building, despite its title "palace," is a new structure of an extreme modernistic style, facing the Eiffel Tower. Surprisingly enough, it harmonizes with the other eighteenth century Paris architecture. This museum, as its name implies, is an institution for the study of the history of man in his environment — ethnology, evolution, geophysics, sociology — everything that relates to what man is and how he became what he is today. From the Musée we went to the Eiffel Tower, where the Forges de Strasbourg was host for a sumptuous banquet. As this date, Wednesday, August 24, coincided with Liberation Day, which was being celebrated all over France, the dinner was indeed a festive affair. On Thursday Mr. Braibant, the Archivist of France, and his gracious wife gave a garden party at their home, the Hotel d'Assy, situated in a secluded corner of the archives compound. Several European archivists have apartments provided by their governments, but surely none lives in a more lovely place — a little eighteenth century palace set down in a wooded garden with pools and fountains, giving a sense of seclusion that belies its location within the compounds of the Archives Nationales in the teeming tenement and market district of Paris.

Saturday, the last day, the Congressistes were taken in eight large motor coaches on a tour into picturesque Normandy. We were guests at a three-hour luncheon at Louviers and were then taken to Evreux, where we visited the departmental archives of the Eure. This would correspond to a State archives in this country, but in France, with its highly centralized government, the departmental (provincial) archives are directly under the national archivist. The Eure archives is housed in a building of a strictly utilitarian modern style of architecture, erected shortly before the outbreak of World War II. A one-story front section of the building houses the work and search rooms. Back of this is a four-story library stack room, unlike those of most American libraries only in that its exterior curtain walls are all made up of huge windows. The design calls for eventual addition of six more stack stories. Evreux was one of those towns which the American troops bombed as they swept across Normandy. Fortunately the archives had been evacuated, for the building received several direct hits. Almost miraculously, however, the walls and the steel skeleton were not badly damaged, and it has been necessary to replace only the glass, the roof, and the stack floors.

There were four so-called "work sessions," on the subjects "Control of Archives in Formation," "Archives and Microphotography"

"Private (Economic) Archives" and "Bibliographical Publications." In planning his session, each section chairman was asked to prepare a questionnaire on his subject, to be circulated to each country invited to participate in the Congress. The answers to these questionnaires were to be summarized and circulated in advance of the Congress to those who had registered, with the request that persons wishing to comment on them should notify the chairman by the first of August. This was done except in the case of Hilary Jenkinson, chairman of the Economic Archives session, whose illness prevented this prepublication. The chairman was supposed to limit his opening remarks and summary to twenty minutes. Persons participating in the discussions were to limit themselves to five minutes each, but most of those who had asked permission to speak appeared with rather lengthy papers and, because of the importance of what most speakers had to say, no attempt was made to cut them short. This situation, together with the necessity of giving translations into English or French, as the case might be, precluded the possibility of open discussion from the floor, desirable though such discussion would have been.

The summaries of replies to the questionnaires and the limited discussions which followed gave, for the first time, a survey and synthesis of (1) the problems confronting archivists all over the world; (2) some of the ways in which archivists are trying to resolve their difficulties; and (3) areas in which the progress of each country is ahead or behind others. To cite only a few examples, England and France have given much thought to the implications of the nationalization of industry as it affects archives; England, France, and the United States are all working separately, but with similar policies, in the matter of creating regional repositories for semi-current records; England is far in advance of the United States in its care of local records; few archivists outside of the United States revealed much comprehension of the techniques or applications of microphotography. While it would be incorrect to say that the Congress added anything new to archival methodology, there was a great contribution in that for the first time the universal archival problems were formally stated and we now know where work is progressing on each and in what direction.

CONTROL OF ARCHIVES IN FORMATION

The most significant work sessions were, in my estimation, the two on modern archives — one on control of archives in formation, and one on economic archives. Mr. Graswinckel of the Netherlands

presided at the first of these meetings. Pierre Caillet, Conservateur of the Modern Section of the Archives Nationales, reported on the first topic. The replies to the questionnaires, he said, indicate that "almost everywhere there exists or has been contemplated a central depot of archives, intended to receive, in whole or in part, the records of the public administration, and subordinate in general, to a ministry which is most frequently that of Public Instruction. Sometimes this depot reports either to the president of the council (Austria, Rhinish North Westphalia, Turkey) or to the chief of the executive as in the United States."

"As for regional depots," he continued, "it seems that such exist especially in the older countries formed by the successive addition of diverse provinces. In the states with the federal form of government the central depots of each of the members of the federation are absolutely independent of the federal archival depot."

In many countries, he also noted, there are consultative councils composed of administrators, historians, and economists who aid in the conservation of interesting documents and the elimination of useless papers.

Mr. Caillet then proceeded to state the principal difficulties in the way of satisfactory archival care of the records of the state. These are the ill will or indifference of the Bureaus, the meagerness of storage space, and the lack of qualified personnel. Almost everywhere the deposits made in the archives are made too often without sequence, without order, and in a very incomplete manner, and, when such exist, the regulations established in the matter are not observed. Added to loss of records through massive and ill-considered destructions by the departments, there have been large destructions of records through fires, revolutions, and wars. Respect for documents must be imposed on the agents of the state.

The problem which must be solved, he said, is the double one of authority and of organization. France has good regulations concerning preservation of records, notably the decree of July 21, 1936, but the archives department lacks authority. Although they may not be ready to grant their archival agency the right of requisition accorded to the Archivist of the United States, the French apparently believe that their institution should be taken out from under the Ministry of Education and set up as a separate department immediately under and auxiliary to the President of the Council. Thus, being outside all ministries and a part of the general administration of the Government, the archivist would be in a better

position to enforce existing regulations concerning the management of records by the various departments.

In discussing the problem of organization within the archival agency, Mr. Caillet stated that in 1947, realizing that the staff of the Archives Nationales was too occupied with its regular work of sorting, classifying, and research to give effective service in the field, the Archivist of France proposed the creation of an accessions division within the institution. This unit was to devote itself to liason with the ministries and public administrations and to the preparaton of records for transfer. Financial stringency having prevented the carrying out of such a program, the present Director, Mr. Braibant, is seeking to get detailed to the Archives National by each of the ministries that one of its employees most particularly qualified to be charged with receiving transfers that have been initiated and prepared by representatives of the Archives Nationales. This plan is intended to give the archivists of the documentary sections the benefit of ministerial administrative experience in the course of their work of sorting and classifying. This proposal is, in a sense, another way of attempting to solve the same problem that the United States Government is trying to meet by the creation of records management officers in each Federal department. The recent law making the establishment of such a program compulsory in the American Federal departments had not, of course, been passed by the Congress at the time of the Paris meeting, and so was not reported upon.

The problem of insufficient storage space Mr. Caillet acknowledged to be the most universal and most acute. Reduction of bulk by substitution of microfilm copies in the case of modern records which are not of prime importance from the historical or legal point of view and not likely to be frequently consulted is, he fears, for most countries "less favored than the United States of America," a solution for the future; and there remains always the necessity of storing a mass of documents ever larger in number, which must be preserved in original form. Reduction of records by selection demands supplemental personnel which most archival agencies simply do not have. "It will be necessary, then" he concluded, "somehow to fit up or construct buildings in each of the local regions, to contain present and future collections of public archives, without speaking of the ruins born of the war to be rebuilt."

Because the International Council on Archives had to limit the topics to be discussed in order to avoid overburdening the 1950 program, Mr. Caillet suggested as suitable topics for discussion at

the next Congress of Archivists: 1) the recovery of public records withheld by individuals; 2) the supervision over and deposit in the archives of notarial minutes (the Archives Nationales holds 77,000,000 notarial acts of the 15th to the 19th centuries for the Seine district alone); 3) the taking of a census of and the safeguarding of private archives which are of national historic interest; 4) the standardization and publication of catalogs and inventories of archives; 5) the delay in communication of the records of the state to the public and the putting into effect an exchange of microfilm copies of records under a system analogous to the interlibrary loan plan among great libraries; 6) the conservation of records menaced by hazardous surroundings, light, humidity, dryness, bacteria, insects, and, in the case of contemporaneous documents, by the inferior quality of papers and inks — considerations which impel everywhere towards the employment of microfilm; 7) the measures taken by the various countries in the last war to assure documents against the dangers resulting from military operations and other wartime hazards.

The discussions which followed Mr. Caillet's remarks were participated in by seven delegates from England, Italy, and Switzerland. The day was hot and muggy, the delegates were restless during the translations, and most of the comments made served merely to point up various points made by him. Hilary Jenkinson closed the session, saying, in effect, that (1) our debates should be considered the basis for instructions to our Executive Board to work on; (2) the discussions had shown that the points raised take different aspects in the different counties; (3) it was agreed that it is essential that liason be maintained between departments and archivists; and (4) and that the archivists should aid in the formulation of principles for destruction of records. He moved, and the resolution carried, that the Executve Board should be requested to investigate and report to the next Congress on measures advised on these points.

MICROPHOTOGRAPHY

The session on microphotography was presided over by Richard J. Hayes, Director of the National Library of Ireland, and the report was made by Lester K. Born, Chief of the Microfilm Service of the Library of Congress. The questionnaire on microfilming was divided into three sections: one on the number and types of cameras used, one on the availability of reading machines, and one entitled "Preservation and Communication," which dealt with the applica-

tion of microfilm and microcards, legal aspects of their use, and methods of storing and filing film.

The replies indicate that most archivists, except principally those of the United States, have had insufficient experience with this comparatively new technique to permit the formulation of principles at this time. Only 29 of the 76 countries addressed made any reply at all. Only a few of those replying answered all the questions, while many of the replies were subjective to a high degree. Seventy percent of those reporting said that they have microfilm cameras, and twenty-eight percent have more than one. Fifty percent of those institutions own reading machines, most of which are of the polaroid glass screen type in use in the United States.

The archivists at the Congress were eager to learn more about microphotography and microprint, but most, especially the Europeans, feel that they cannot afford to use this technique at present. Many seemed to misunderstand the American experiments in reducing the bulk of records by microcopy and are greatly disturbed by what appears to them to be a threat to destroy all their precious old originals. It was most unfortunate, as Mr. Born pointed out, that UNESCO was obliged to cancel an international conference on microphotography scheduled for this autumn, since the subject certainly could not be covered with any degree of clarity in a two-hour Congress session. Much information concerning different technical phases of microphotography could be obtained, however, from certain articles and technical journals cited in the printed report on the questionnaire.

Quite wisely Mr. Born confined most of his remarks to those applications of microphotography with which archivists and scholars are most familiar and concerning which they are in unanimous agreement, namely, to the preservation and diffusion of archives of cultural importance. He said that the decision of an archival agency to microfilm records generally comes from some administrative need, such as: to conserve documents which are deteriorating or are subject to excessive use; to place insurance copies of its holdings in other depots at some distance away; to eliminate overcrowding; to reduce costs by realizing an economy of space, of manpower, and of time of work; to acquire a supplemental or collateral collection of documents; to add to bibliographical documentation; to give copies to all countries concerned in the case of "an indivisible collection" of archives; or to exploit a unique opportunity to acquire a reproduction of a document which it has been unable to procure previous to that time. Other reasons given for multiple reproduc-

tion of an original are for reciprocal exchanges between institutions; international exchange; making copies available to distant scholars, who cannot visit the institution owning the originals.

Even though undertaken as an administrative process, the way such microfilm has been made, the length and type of film used, the possibility of borrowing or purchasing duplicates, and the bibliographical and editorial citations on the film are of great importance to scholars who may wish to use the copies. Mr. Born urged archivists to be most liberal in opening their resources to scholars through microfilm copies, quoting from the proceedings of the 1926 librarians' congress at Prague as follows: "In the matter of exchange of publications, if a more favored nation gives more than it receives, it is not thereby the loser, for it expends its thoughts and its sentiment, it extends it personality, it propagates is influence." He also cited the resolution proposed by Mr. Paul Poindron at the 16th International Conference on Documentation, calling for the establishment of a guide to depots of films, the creation in each country of a center of research charged with studying photographic procedures, the exchange of catalogs of films, the examination of the expenses necessitated by the exchanges and analogous activities, the examination of legal problems which arise where microfilming is undertaken on a grand scale, especially the rights of reproduction and of the authentic value of the photocopy, and finally, in the interest of the scholar, research into a standardization of film.

As examples of collaboration in large-scale microfilm projects Mr. Born cited the joint Anglo-American microfilming of the archives of the Japanese and German foreign offices (the Japanese microcopies having already been opened to scholars); the Library of Congress microcopy edition of early statutory, constitutional, executive, administrative, judicial, and legislative archives of each of the States and Territories of the United States (about to be put on sale); and the proposed program for microfilming historical documents in the thirty collaborating nations under the terms of the so-called Fulbright Act passed by the Congress of the United States. The First Congress of Historians of the United States and Mexico held at Monterey, Mexico, in September 1949, endorsed the principle of collaboration in the conservation and diffusion of photographic reproductions of the principal rare and unpublished documents relating to America, to include not only those in American archives but also those in Europe.

In conclusion, Dr. Born proposed that the International Council on Archives create an international committee whose task would

be to (a) study the problems peculiar to the intensification of the microfilming of archives; (b) examine carefully the importance of microfilming in the domain of national and international science; and (c) report to the members of the International Council on Archives and to all countries of the world the constructive results of their work, not only in the domain of technique, but also in that of international exchanges and of the freedom of mutual access to the archives and other original documents.

Delegates from Austria, France, and Italy participated in the discussion which followed. Mr. Rudolf Geyer, Director of the City Archives of Vienna, favored the idea of sending microfilm copies of archives to other depositories for insurance purposes, but felt that such microcopies should not be open to scholars without permission of the depositing archival agency, or at least that there should be some sort of preliminary agreement between the two institutions as to policies.

Mr. Georges Bourgin, Honorary Director of the Archives of France, agreed as to the importance of microfilming as a means for providing security copies of originals, for supplementing the historical source materials in libraries, for the multiplication of copies of calendars, for the exchange of copies of archives in which two countries are interested (as has been done in the case of France and Italy), for the preservation of the contents of family and private business archives (such as bank records of which the Archives Nationales has many films), and for some of the other purposes mentioned. But, he pointed out, microphotography has limitations. He warned archivists to go very slowly in the matter of destroying original records after microfilming.

Signora Rosa Maria Borsarelli, Archivist of the State Archives at Turin described at some length the practical details involved in microfilming the Nice and Naples archives, which on completion of the project, were returned to France by Italy. Mr. Robert Henri Bautier of the French Archives Nationales paid warm tribute to the work of Signora Borsarelli. He said that this exchange of documents was the first large scale microfilming project undertaken by Europeans, and pointed out the technical problems that had been involved.

The chairman, Mr. Hayes, supported the proposal that there should be an exchange of microfilm documents of interest to scholars. It is well recognized, he said, that European archives are rich in materials of interest to the two American continents, but speaking as a European, he wished to remind Americans that their libraries

and archives also contain much European material. He then pointed out that Europe has never recovered economically since 1914; that the publication of calendars has ceased; that bibliographies are lacking; and that another war may destroy the archives before much can be done. Microfilming therefore seems to be the only method of preserving our common European heritage. He approved of the Library of Congress proposals, as presented by Mr. Born, and expressed the hope that the International Council on Archives would take immediate action and create a committee on microphotography.

PRIVATE (ECONOMIC) ARCHIVES

The third work session, entitled "Private Archives (Economic Archives)" was presided over by Wayne C. Grover, Archivist of the United States. Hilary Jenkinson, of the British Public Record Office, leader of the session, reported verbally instead of in print. He stated that all archives are based upon the same principles, whether they originate in industry or in government — there is no essential difference between them. The most serious problem with respect to both types of archives, he said, is the conflict between the laws relating to the preservation of records for research and the laws requiring the keeping of records for a certain time for legal purposes. In his opinion, the archivist is not concerned with telling people what records to make, though he also can be helpful in that connection. Nor can the archivist be both editor and archivist — there is not time enough for both.

Most of Mr. Jenkinson's informal talk was an outline of what England has been doing recently about business and local records. Most of the governmental records are more or less formalized, but some departments, notably that of public health, are producing quantities of records of little economic value. An inter-departmental committee has been set up to advise about the disposition of such records. Socialization of industry is, of course, having its effect on the making and keeping of records. The Public Record Office does not, however, consider the archives of transportation, which has been nationalized, as national archives.

The British Records Association was founded in 1932 and has been successful even through the war. It now has 1,000 individual and 300 institutional members. All local records authorities are members, and the Association has even succeeded in persuading the local authorities to set up their own organization. It sponsored the training of local records officials at the School of Archives at the University of London. During the war the Association, through

the issuance of bulletins and other devices tried to curb the enthusiasm for the destruction of records brought on by the paper shortage.

British schemes for postwar reconstruction began about 1943. An obvious project was the continuation of lists of records compiled during the war into a National Register of Archives. A new branch of the Historical Manuscripts Commission was created to foster this Register. This group is persuading local committees to work on the lists and, although this is volunteer service, between two and three thousand reports have already been filed.

Diocesan archives are provided for by law, but since no appropriations have been furnished by the government, little has been done. The public libraries have for many years generously served as repositories for local archives. Some, like Birmingham, have very large collections.

Legislation has been proposed which would create a central authority to advise local authorities on the records of their districts. Using lists, this central authority would have the power to designate certain records as of national value and to forbid their destruction without permission. Such a law is necessary to prevent the destruction most particularly of the manorial records, now no longer required for establishing land titles. The records designated as of national interest will be left in the hands of their natural custodians with the proviso that if those custodians do not allow reasonable access to the records there shall be compulsory deposit.

Mr. Nils Holm, Archivist of the Royal Archives of Sweden, pointed out that one of the most serious problems in connection with preservation of economic archives is that the demands of the historian and of the technicians clash; that it is the function of the archivist to put the different types of archives into an order workable for both types of users.

Mr. Georges Bourgin reported that the Archives of France has been ordered to collect archives in danger of destruction and that two men have been detailed to try to get papers from private individuals. A committee has been set up to settle disputes as to the difference between public and private archives. Much has been done towards the preservation of private archives, which the Archives Nationales considers to be as important as public records. The nationalization of industry has accelerated and strengthened this work. The French government is trying to stop the sale and exportation of private archives to other countries. Where it cannot get back records which have been so disposed of, the Archives Nationales is trying to obtain microfilm copies. The Archives

Nationales is also building up a collection of letters, "small papers," records of small business enterprises and other data which reflect the social history of the "little" people of France. Much data is being obtained through the Labor Ministry and other welfare agencies, and personal interviews are being taken to see what these "little people" remember about their past and to ascertain their views on life.

One of the Italian delegates, whose name was not caught, seconded what Mr. Bourgin said about the importance of collecting private records. Public records, he pointed out, do not give the entire picture. Where, for instance, can one document the phenomenon of the black market? Trade records give the best picture of social and economic life — such documents as accounts, correspondence between shopkeepers and manufacturers, importation records, books of weights and measures, and price lists. There is a vast amount of as yet unexploited information to be gleaned from the scattered private documents of the Middle Ages. His suggestion that an international census of medieval economic documents be started at once was later incorporated into the resolutions presented to UNESCO by the Congress.

Riccardo Filangieri de Candida Gonzaga, Inspector General of the State Archives of Italy, the last speaker, added an interesting footnote to the above remarks by describing the Naples project for collecting the records of the economic life of that city. Since 1909 they have collected 200,000 documents on Italian banking, dating back to the thirteenth century.

PUBLICATIONS

The question of what publication activities should be undertaken by the International Council of Archives was discussed at the closing work session. Emilio Re, Archivist of Italy, reported that four principal publication projects had been suggested by the replies to his questionnaire. These were: a catalog (repertoire) of guides to archives, an international glossary of archival terms, an international yearbook of archives, and an international journal or review on archives. There appeared to be a unanimous sentiment in favor of an index to the various inventories, guides, and other finding aids made by archival agencies. Some replies favored printing this repertoire; others thought that the only possible way to keep such a list up-to-date would be to have it on cards kept at the office of the secretariat. The most practical suggestion, the chairman felt, was for publication of a bibliography of all guides now in print (sup-

plemented by an up-to-date card file), with printed supplements issued at perhaps five-year intervals.

Mr. Re pointed out that the proposal to publish a glossary of archival terminology runs into two practical difficulties. First, in many countries there has not always been achieved a sufficient clarity and definite stabilization of archival language; and second, in what language or languages should the terms be defined? On this last point, Mr. Re diplomatically sidestepped the question by suggesting that "the preference will be given to the language of the countries which possess the archives the most important for the history of humanity, and which have, consequently, a corresponding archival literature of universal importance."

There was also a unanimity of opinion in favor of the publication of an international yearbook of archives. The *Guide International des Archives: Europe*, published in 1934 by the International Institute of Intellectual Cooperation, furnishes a precedent as to what form such a publication should take. There was obvious interest in a project to bring this volume down to date and to include the archives of the other continents. In fact, Charles Samaran, President of the International Council on Archives, who has already done considerable work on this revision, circulated among the delegates a preliminary supplement to the *Guide international des Archives*, which had been mimeographed by UNESCO as its publication LBA,D. 1593. Some who replied to the questionnaire felt that such a guide would soon be out of date, and Canada stated that what is needed is a yearbook giving only the name, address, hours of opening, and a very brief indication of the nature of the records for each institution listed. Persons wishing more detailed information about where to go for material of particular interest to them could write directly to the depositories concerned. It was Mr. Re's opinion, however, that the original *Guide* should be brought down to date and extended to the other continents; that supplements, along the lines suggested by Canada, should be issued at five-year intervals; and that a complete revision of the *Guide* should be published every twenty or twenty-five years.

Other publication projects proposed for Council consideration included a manual on archives administration, a manual on the classification of archives, a manual on preservation and repair of documents, and a universal history of archives. Some dozen countries, with whom the chairman emphatically agreed, want an international review or journal on archives. Most of the proposed publication projects are long-range products, Mr. Re said, whereas a journal, which

will act as a powerful and immediate "cohesive" for archivists after the adjournment of the Congress, was needed immediately. He brushed aside the objections of some countries that the establishment of an international journal might damage the prestige of some existing national journals. Mr. Re closed his report by offering the following resolution for debate and adoption by the Congress: [*Resolved*], that there should be created an international review of archives, of a rigidly technical nature. This review should not be substituted for other undertakings: it should, on the contrary, have for its express purpose, to incite, to encourage, and to coordinate all of them.

A lively discussion followed, favorable for the most part to the above proposals. Retiring President Samaran then presented a series of resolutions addressed to UNESCO, all of which were passed, requesting UNESCO (1) to undertake the project of publishing an international review on archives; (2) to publish a general directory of published calendars and to set up a card file of indexes to archival finding lists; and (3) to sponsor an international census of mediaeval economic source materials. The yearbook and census of archival agencies projects were set aside temporarily in order to give precedence to the directory of calendars.

After this action, Professor Nino Cortese of the University of Naples was given the opportunity to report on the reconstruction of the Naples archives destroyed in 1943 by the Germans. Some 50,000 documents and 30,000 volumes were lost and no indexes were saved. Fortunately, some record had been kept of who had used the archives and what documents they had consulted. From this record persons have been located who have been able to supply the Archives with copies of 1060 of the lost documents. Dr. Cortese requested all archivists present to broadcast in their own countries an appeal to all scholars who had used the Neapolitan archives prior to the late war, to communicate with him and to send him any notes, even though fragmentary, which they may have taken.

The work section of the Congress closed with a formal expression of thanks for all hospitalities, presented on behalf of the delegates by Dr. Julio Jimenez Rueda, Director of the National Archives of Mexico, followed by replies from Mr. Braibant, Director of the Archives of France, and retiring President Samaran. It was generally agreed that the discussions would furnish practical guidance for the future work of the International Council on Archives.

Archivists and Their Colleagues: Common Denominators[1]

By PHILIP C. BROOKS

President, Society of American Archivists

DEAR Fellow Members: Such a salutation is hardly a unique or an exciting manner of greeting you, but is appropriate as one that calls attention to our reason for being here — to consider our objectives, as individuals, but especially as an organized body constituting the Society of American Archivists. I had thought momentarily of addressing you as "Dear Friends and Gentle People," for despite the intensity of the Quebec business meeting I am sure you are both. That greeting would be appropriate to the pleasant times that always mark our annual meetings, but perhaps it would hardly be suited to the tone of such a discourse as this is supposed to be.

Just what is the proper tone for a presidential address, I must confess, is something that puzzles me. There have been many persons in allied fields more than in our own, fortunately, who have on such occasions read scholarly contributions to learning that formed capstones to their accumulated knowledge of their subject fields. These discourses have often been so highly specialized that few listeners have understood them. It has always seemed to me that presidential addresses should be of wider interest, even if for that reason they are less profound.

Others have treated philosophically, from high pedestals of learning and prestige, broad interpretations of the course of history or other subjects equally cosmic. This I surely am in no position to do. Still another type of address is the kind in which elder statesmen of their professions, practically at the ends of their distinguished careers, have given sage advice to their younger colleagues. Since I am still one of the latter group, this type of speech is out for me. Yet another, and an enjoyable, kind of address that is not open to me requires the maturity of a long career well-spent and well-

[1] Presidential address delivered at the annual meeting of the Society of American Archivist, at Madison, Wisconsin, October 9, 1950. In his preliminary remarks Dr. Brooks paid tribute to the late Dr. R. D. W. Connor, saying that it had been hoped to confer an honorary membership on Dr. Connor in person at that meeting.

rounded. That is the genial reminiscence of earlier days (usually so remote that the audience cannot judge its accuracy) with bits of counsel deftly interwoven.

In any event, there is precedent for considering a presidential address as a sort of cadenza in which the speaker is bound by no rules of composition, can be highly personal, and can be entirely irresponsible to any party line in expressing his own views. I intend to take full advantage of the opportunity.

One special type of address that I should mention among the precedents is the crisis call. We had two such calls, quite seriously and opportunely, when Dr. Leland spoke in 1940 and 1941 on wartime activities of archivists and historians. We may be in fully as critical times now, although it is difficult to foresee what may happen. In the October issue of *The American Archivist* I have spoken of the need for preparation on the part of archivists, and the Council is taking steps to see to it that we have a focal point for considering what we should do if war comes again.

Yet I believe we would do better here to concentrate on a matter of fundamental definition on which some reasonably clear understanding is essential to effective operation either in times of stress or calm.

There is one greeting that I hardly felt sure enough about to use at the beginning of these remarks, despite the name of our Society. That is "fellow archivists." We do have quite a variety of professional activity represented in this group, and I have argued strongly for years that that variety is both stimulating and essential to our being an alert, useful organization. We are bound together by the clause of our constitution that opens membership to "those who are or have been engaged in the custody or administration of archives and historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy." That gives us a good working foundation, and most of us have had little difficulty in applying it with quite a broad interpretation.

When this organization was being planned at the Chattanooga meeting of the American Historical Association, it was spoken of as an "institute," and thought was given to membership qualifications based on some sort of certified recognition, such as exists among the "corps" of archivists in some other countries, and among other groups, such as architects, in this country. Such a ruling would have severely restricted our membership; would, in my view, have limited our usefulness drastically; and would have imposed what

seems to me an insuperable obstacle in the defining of qualifications.

We still do have problems of definition, however. I do not propose to yield to the academic temptation to debate at length the meaning of words. That is an enticing pursuit, and useful to the extent that it enables us better to understand each other; but it is nefarious and disconcerting when we strive for unrealistic and unhuman precision, and when it diverts the attention of otherwise sane persons from the substance to which the words are supposed to apply. Nevertheless, there are words in our own field that are used loosely and with confusing variation. For example, the word "archives" proved to be an esoteric stumbling block in the early negotiations of the National Archives with other agencies of the Government; so much so that we sometimes wished the name of that institution could be changed to "Public Records Office." Now, in view of the strengthening of our concept of records administration, I am more inclined to feel that the term "archives" is correct for the immediate organization — the National Archives proper. And more people in Washington understand it now than in 1935. The newly created National Archives and Records Service might better fit the concept of "public records office," on the basis of a broad understanding of that title.

In view of the wistfulness with which some of us once looked at a different title, I am tempted to note as an aside that in the transition of India the central archival organization changed its name from "Imperial Record Department" to "National Archives." It did this with full knowledge of American experience, for we at Washington have had close relations with that institution and enjoyed having its present Acting Director among us as an intern some years ago.

Another word that I feel is confused in use is "historical." In legislation and writings on archives it is sometimes used to cover all the reasons for "permanent" or "enduring" value of records. To be sure, any use of evidence of the past is in a properly broad sense historical. But many persons make the mistake of thinking of archives as "historical" in the sense of political or institutional history and sentimental interest exclusively, without taking into account all the manifold other kinds of research analysis that archives serve — uses for administrative precedent, government research, economics, sociology, scientific development, and other lines of investigation so numerous as to evade logical classification. The reason why this limited view disturbs me is that I think it tends to hide some of the basic meaning of archival work.

It is not only the qualifications for membership in the society that leads me to give some thought to the question of what an archivist is. Among other causes, perhaps the basic one is the evident growth of specialization within our field. The number of persons and institutions concerned with the preservation and use of records has grown notably in recent years, as have the staffs of many older establishments. In a larger State archives, for example, there now are enough different kinds of work to do so that people classed as "archivists" may have quite different duties; in the Federal Government this is even more conspicuously true. One result is the need in several States and at Washington for defining archival work so clearly to civil service agencies that they will give what we consider adequate credit to the character of archival work done when they establish job classifications for archivists.

My own thoughts were further directed toward this problem during my attendance at a recent inter-American conference of archivists, where the delegates from other countries were not so severely stratified in their fields as our legal framework and civil service regulations require us to be. I would not disparage the objectives of civil service legislation, but it seems to me that its requirements tend to make us concentrate on the fine points of definition to the extent that this mental exercise leads us "to lose sight of the woods for the trees." If there is a problem of definition, it is our challenge to define our mission in terms of objectives and qualifications and then to obtain recognition of it in laws and regulations, rather than vice versa.

There must be a difference between the broad concept of an archivist as we use it in defining the membership of this Society and the more precise view that must apply in civil service categories. One is a matter of interest, the other of occupation. We all have a concern for the preservation and effective use of valuable evidence of human activity in the form of records. We should focus on that common denominator. At the same time, each of us is probably considered competent to do only a few of the many kinds of work necessary to carry out that objective, and is responsible for the performance of some one specified duty. As the term "archivist" is used in the name of this Society I believe it should be based on the concept of interest and concern; as it is used in civil service rules it must be based on more specific definitions of qualification and work assignment. These two concepts are not in conflict — but we had better be sure that the narrower one is actually recognized to be part of the broader.

What I would like most to do here is to get at some of the common denominators that bind us together, and beyond that some of the things we have in common with allied disciplines. In attempting to do so, we must remember several cautions. Among them is the fact, which I am tempted to illustrate by a digression, that there are pitfalls in applying the broad concept too sweepingly. It happens that my personal relations with the field of statistics have not been wholly happy (and this is said entirely without disparagement to that field). I am one of those who can not add a column of figures twice and get the same answer. Furthermore, I become most unhappy when required to measure for statistical reporting things like thinking, consulting, studying, and composition, which obviously are not measurable in numerical terms. Yet because of the position I occupied a year ago I, of all people, was listed on page four of a big directory of statisticians in the Federal Government! Of course this illustration has its obverse. The reason for the listing was that I had charge of an office whose job was to get all kinds of records — including statistical — for the use of an important research agency. In such activities we have a definite relationship to the statisticians as well as to the many other types of analysts, and must know something of their subject needs.

Now in studying relationships, let us start at the beginning by asking where we fit into the whole process of recording, or documenting, human activities. In the mind of the layman there is a general idea that an archivist, whether he is the custodian of official records or of private manuscripts, is concerned with musty old papers. There is implied here a basic principle that is sound — even though we do not deal exclusively with old papers or let our holdings become musty. We do not receive records until they have become noncurrent for the purposes that caused their creation. I doubt that any one would class as archivists, in the stricter of the two senses I have referred to, the administrators who create records in the course of business, or the filing staff that cares for them while they are in a current state. Yet in the broader sense all these people, especially the filing staff, may have a valid concern or interest in archival economy. And the archivist certainly has a concern in the creation and current handling of the records from which his holdings will eventually come.

There are really, it seems to me, two phases of the relationship of archivists to the organizations from which their accessions will be derived. One is the guidance that archivists, because of their special interests and qualifications, can give to administrators with

respect to methods of creation and current handling of records. This needs to be done, of course, in cooperation with management and filing authorities whose primary concern is with current administration. This activity has reached its highest development in the new records management program of the National Archives and Records Service, which has been planned and worked out by archivists, even though a good many persons working on it are not performing tasks that would meet the more strict definition of archival work. This program materially affects the life history of the records it touches, and is an integral part of our broader field. There must always be close coordination between it and the National Archives proper.

The second phase of our relationship to the sources of records is in the task of selection. This is basic to any archival or manuscript work. I need not emphasize here the importance of selection. Determination of criteria as to what records should be preserved, at whatever stage in the life history of records the criteria are applied, is an essential responsibility of an archivist. He should be the most competent to perform it for the reason that he bridges the gap between creator and consumer. Here is one of the basic common denominators of our profession, the common interest of many related groups in the selection of what is to form the enduring core of valuable records.

These interests are increasingly recognized by archivists throughout the world. From the South African law providing for advice by archivists to government agencies, to the laws in Santo Domingo and Chile requiring transfer of records after five and ten years, respectively; from the Mexican concept of current records as "archives en tramite," to the British concern for masses of intermediate and semicurrent records in the last war; from the increasing activities of French, Belgian, and other continentals in selection, to the many developments in our own States, there is plentiful evidence that official archivists are becoming better acquainted with the handling of recent records and more selective in relation to what they receive. This summer I had occasion to look into the records problems of a major State government. It was interesting to find that the need for constructive interest in records adminisration, for sound selection, and for close coordination of records administration and archival work was precisely the same as in Washington.

A similar development in import, though necessarily different in form, may be noted in nongovernmental fields. The close relationship of business manuscript custodians, business records admin-

istrators, business historians, and business firms themselves is a case in point. And there is reason to believe that manuscripts custodians in historical societies and other institutions are also becoming more selective.

To some it apparently seems that this recent emphasis on the early life history of records means we have lost sight of the basic archival objectives. Here again I believe there is danger of becoming confused in our definitions. We must remember that archivists have entered the records administration field because economical administration of records at all stages is closely akin to the specialized activities of archivists, and because the results of good or bad records administration affect the kind of job that archivists can later do with the records. Furthermore, I consider that selection is one of the basic archival functions. This can be said with full recognition of the archivist's responsibility for preservation, description, and reference servicing of the records worth retaining.

Passing to another phase of our problem of relationships, I think what sometimes appears to be a divergence between archivists and manuscripts custodians actually is a distinction between official and nonofficial archivists. This distinction is based on the character of their establishments, and on the legal position of official archivists in governments. Official archivists must be closely concerned with the official agencies from which their records come. On the other hand, most of their specialized activities are similar to the technical processes of manuscripts custodians. As a matter of fact, the examples of nongovernmental archives — those of churches, business firms, or other institutions and families — in the custody of "historical manuscripts" agencies are so numerous as to constitute the rule rather than the exception. The custodians of these nongovernmental archives are archivists by any definition. This is a truism. I include it simply to put these random thoughts in some order. Indeed, all official archivists are necessarily historical manuscript custodians.

One thing we may lose sight of, that contributes to confusion on this matter, is that our National Archives is by its basic law as strictly limited in its scope as any other archival agency in the world, for it has been able to take only official records directly from the Government agencies. The recently enacted Public Records Act of 1950 changes that slightly, but the predominant concern of the National Archives will still be with the record of official actions of the Government, whereas most archival agencies in our States and in foreign countries are charged with the preservation of any his-

torical records of significance to the State or Nation. This fact may sometimes prevent archivists in Washington from fully appreciating the views of their colleagues elsewhere, but I hope that by now, knowing of this danger, we have successfully avoided it.

I would go further, however, than just to say that all custodians of organized bodies of records which we think of as archives have a common interest in the realm of this Society. Surely selection, preservation, description, and reference servicing or some other way of making documents available to "consumers" are basic functions of the custodians of collections of discrete historical manuscripts. Whether the tasks be physical handling of collections, repair of manuscripts, or interpreting documents to potential users, the activities we have in common are so extensive as to fortify the constant efforts of some of us to make the Society truly representative of all who share these responsibilities.

Let us move on to think of some of the relationships outside what I consider our immediate field. There was an implication in my introductory remarks that I would not reminisce. But I want to make a confession. When this Society was formed no one was more determined than your first Secretary to protect the interests of a new profession. This was a natural manifestation on the part of a newly formed organization, but in some ways I think we carried it too far. We should, of course, have our independence and our own meetings, but we grew unduly far apart from some allied disciplines.

On my part this tendency was accentuated by a joint session we held at a library association meeting in the late '30s, at which there was great controversy as to whether the librarians or the historians should train the archivists. We were not then in a position, in this country, to insist that the archivists should train the archivists. But one library leader stated somewhat acidly that archival work was just a subordinate phase of library work, and that the librarians could take it in stride. Such an expression did not strike me kindly. I still find some librarians who fail to realize that archives, for the reason that they are generally unique and unpublished series growing out of and representing organic bodies, cannot usually be cataloged in the same manner as library books, and present a special challenge. Fortunately I think we have now gone past the stage of misunderstanding with most leaders of the library profession, and that we mutually appreciate our interests in many common problems.

Aside from the obvious fact that many bodies of archives do happen to be in the custody of librarians, there are several other meeting grounds. One is the rising tide of "near-print," "pro-

cessed," and other types of materials produced in numerous copies but not actually published. This is a tide which flows between the more traditional types of archives and true publications, and it threatens to engulf us all. It is an uncontrolled growth that all the skill of librarians and archivists together will be required to conquer.

In recent years a fine example of cooperation has been set in the common efforts of the National Archives and the Library of Congress to define their fields in areas of possible competition. In Washington even personnel have been known to shift from one agency to another without too serious contamination. I can think of a dozen or so who have moved one way or the other and enriched their experience by knowing both institutions. I am sure that other examples exist throughout the country of archives-library cooperation.

To get down to principles again, the real basis of common interest among archivists, librarians, and many other allied disciplines is our concern for the control of information. After all, our total objective is to preserve valuable information and to see that it is used to the best interests of society. In this we are part of the field of documentation, as it is most broadly defined. The word "documentation" is another term that is used to cover many things, as the "documentalists" themselves admit. Most of the writings I see on it appear to deal with technical processes of handling periodical articles and abstracts. Yet the new journal, *American Documentation*, referring to a definition by the International Federation, says that documentation covers "the creation, transmission, collection, classification, and use" of documents. Certainly under that tent all of us can find shelter if we need it. I do not want to anticipate the discussion planned for another session at this meeting, but I would say that an awareness among us archivists of our place in this broad field is vital to our occupying a useful place in society (and perhaps we can let the "documentalists" know something of our special interests, too).

In speculating on the definition of an archivist I may have looked out on a field that seems alarmingly broad. We might be able to clarify our idea by asking a question — what do we teach people who are to become archivists? In fact, I once thought of devoting this whole talk to that question. But I found that a thorough analysis of training courses would be far too extensive a task, and that a hasty one would not do justice to those who teach. Dr. Posner covered this subject with his usual keenness in an article in the *American Archivist* of January 1941. What is needed now is an article to

bring that one up to date; and much of the supplementary data would consist of Dr. Posner's own important contributions in actual development of courses.

His article of 1941 discussed the type of archival training given in schools designed broadly for graduate instruction in history but including archival work (exemplified by the Ecole des Chartes), and in those designed primarily to train archivists (like the Institute at Berlin-Dahlem). In the last decade courses have opened up in many parts of the world, following generally one or the other of these two patterns. But in both types I believe there is an increasing degree of consensus in emphasis on the history of archival administration, on arrangement and description or analagous subjects, on those bases of governmental administration that are so important to the handling of modern archives, and on practical exercises in archival establishments. Perhaps this has been partly inspired by the exchange of information in our own quarterly journal, particularly through articles like Dr. Posner's.

Naturally all the curricula stress a number of subjects that have always been considered basic. One of those universally taught outside this country is paleography. Most of our records are too recent to require this highly important technique, but I am sure that a study of paleography would help us to read some of our own colleagues' handwriting! Other basic subjects are those in technical methods of preservation, and in languages.

Then there are related subjects, which interest me because some of them bear on one of my major premises. Among these, the most important are historical method and history itself. Courses in national, local, and other aspects of history are either taught in the archival curricula or are considered prerequisites for entry to it. This strikes me as significant, for it emphasizes the relationship of the archivist to the broad field of research. Something of the same concept in modern vein is embodied in a statement by the present Archivist of the United States that curricula available in Washington of interest to his staff "include basic courses in history, economics, political science, public law, special phases of public administration and administrative management, effective writing and editing, and foreign languages, all of which contribute to the broad background that an archivist should possess."

The emphasis on history is something we take for granted, but it is worth mentioning here as bearing on the essential character of archival economy. For the very fact that archives are organic bodies, produced in the evolution of organizations of human beings,

stresses their vital relationship to the history of those organisms and the milieu in which they have grown. Archives at once are derived from history and serve the study of history.

A pertinent question in regard to archival training is "do we practice in our work all these facets of knowledge which have been taught?" Surely we are practicing selection more and more, we naturally put into practice all the conservation we can, and we give reference service at least to the minimum necessary to meet demands. But sometimes, it seems to me, it is only with what time and energy we have left over that we do any analysis and description. I wonder if sometimes, usually because of pressure of mass or paucity of resources, we do not fail to complete our task of bringing records into their most effective utilization. This is primarily a matter of our relation to our consumers.

We often think and speak of the public institutions in which some of us are employed as service agencies. This is a correct view, but I hope we do not accept it in too restricted a manner. We perform a minimum of service if we select and preserve valuable records and provide information from them when it is requested. But suppose nobody asks or knows what we have to ask for? Are we to sit and wait? Or, to be more realistic, suppose people do not use records in our custody which we know would be of value to them? Is it entirely their fault? There is no assurance that even the most assiduous investigator will ferret out all the valuable evidence on his subject if we simply open the door for him. He can not do it unless we let him know what we have and guide him in his use of it.

Most of us believe, whether our work is supported by taxes or by private means, that our custody of valuable documents is a public trust, and that our responsibility goes beyond custody to the point of making our holdings known. This means making them known to the public in general by active exhibition programs, and to the research users by means of description and finding aids.

Hundreds of "man-years" have gone into the production of descriptions of records designed to aid the searchers, and properly so. I doubt that anyone thinks that the best methods have yet been found. This was a major subject of interest, incidentally, at the recent archives conference in Havana, emphasis being put on general guides to holdings of institutions and on guides to materials on subject areas; there most attention was naturally given to the old favorites of materials relating to the history of certain other countries or regions. We are experimenting with subject guides of a different sort at the National Archives, and I believe the effort

may produce something especially useful, conceived in terms to bridge the gap between custodian and consumer.

There is another way in which I think we can bridge that gap. It is one which we should employ more than we have, both as individuals and as a Society. That is the development of closer relations through individual conferences, committees, associations, and all other means for the exchange of ideas and knowledge. This is a need I feel strongly, because it seems to me that we have gradually grown apart from the close relation with the historians that we had when this Society was established as an offshoot from the American Historical Association. I am pleased that in the past year, through the initiative of an archivist-historian, that Association has formed a Committee on Historians and the Government, which at least on the Federal scale will provide a ground for working out some common problems. Two among the major interests of the Committee are the accessibility of public records for research, and the publication of historical sources, most of which are in the care of manuscripts custodians and archivists.

That kind of close association of custodians and users probably exists already to a greater degree in regional and local fields than at Washington, simply because the problems of mass make for us greater degrees of specialization and compartmentalization (to use two good bureaucratic terms). But the basic principle of association is worth stressing anywhere and at anytime. And it needs to be developed with research groups other than historians — with economists, sociologists, geographers, political scientists, and many more. That will be one way to let us understand their needs better, and to let them understand the possibilities in our holdings.

Needless to say, individual scholarly accomplishment by archivists in any of those fields will greatly aid us in reaching our goal. In fact, the description and the interpretation of archival materials in reference service requires a considerable degree of subject knowledge. This could be an important element in distinguishing between the various degrees of archival competence.

Now all this is said on the assumption that we have faith in our calling — and I feel sure that for this group that is a safe assumption. Every day I see about me people who are doing far more than putting in time at the public expense. Their earnestness, their pleasure at completing a difficult search or acquiring valuable records, are evidence that they believe their jobs are worth doing. One of the responsibilities of higher officials of archival institutions is to let their staff members know what this profession is in which they

are becoming increasingly proficient — to pass along our faith and the reasons for it.

In attempting to bring out some of the common denominators among those who gather here, and some of our ties with allied groups, I have hoped to call attention to our common responsibility for the preservation of the cultural heritage of the Nation in the broadest sense. I believe it is worth preserving, not only for pride of possession, but also for the lessons of experience that it represents. I, for one, want the leaders of government at all "levels" to be guided by the best possible information of past experience. I feel this keenly, for I have seen at close range persons responsible for decisions important to a Nation, who failed to use the resources of information available to them. Archivists and their associates have a vital, constructive role to play in the field of "intelligence," as that word is now used in public affairs.

In another sense, but in somewhat the same vein, I hope the officials who put into practice our democratic ideals of government, and our teachers and textbook writers who mold the ideals of the future, will be guided by the best possible information on the sources of those ideals and how they have been applied in the past.

I do not share the view of some that there is no such thing as progress, or that human beings will not apply lessons of experience, and that history is therefore worthless except as an exercise of the mind. Nor do I agree with those who hold that the teaching of history simply binds us to traditional patterns and prevents creative or constructive thought. I believe that the study and teaching of history, interpreting history broadly as the knowledge of all phases of human experience, is among the highest realms of cultural activity; and that it cannot proceed without evidence. I believe that in preserving the evidence and promoting its effective use archivists and their colleagues have a role to play of which we can be justly proud.

W. J. BARROW

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Philadelphia Records and a Program for Administration[1]

By THOMAS AMELIA

Assistant Director
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THE dictionary defines records as "that which is written or transcribed to perpetuate a knowledge of acts or events." For purposes of discussing records administration in Philadephia, however, public records include all books, ledgers, statements, maps, reproductions, correspondence, fiscal papers, files, indexes, legal documents, personnel files or other documentary materials regardless of physical form or characteristic, made or received in the transaction of public business and preserved, or appropriate for preservation, as evidence of organization, fuctions, policies, decisions, procedures, operations or other activities. Records administration may be defined as the administering of a planned program for the creation, management, and retention and disposition of records.

Philadephia, like many other large cities, has a great abundance of public records. Generally they have been piling up for over 200 years. Little thought has been given to their growth, control, or administration. While exact figures are not available at the present time, it has been estimated that Philadelphia now has somewhere in the neighborhood of 400,000 cubic feet of public records. They are stored principally in City Hall and City Hall Annex and various

[1] This article, in somewhat different format, was submitted as a report to the Philadelphia Charter Commission by the Philadelphia Committee of the Pennsylvania Economy League, Inc., on August 21, 1950. In his letter transmitting the report to the Commission, Mr. William W. Bodine, Chairman of the Philadelphia Committee, said: "Much of the material contained in this report, is based on first hand analysis. During recent years representatives of the League have had an excellent opportunity to observe public records administration in such offices as the Recorder of Deeds, Receiver of Taxes, Board of Revision of Taxes, Register of Wills, Prothonotary, City Controller, Department of Health and others. In addition to these primary sources of information, the League recently communicated with other large cities to learn what has been accomplished in the field of records administration elsewhere. Replies were received from all inquiries. This supplementary data contained many valuable suggestions and recommendations. It is significant to note that these cities have much the same records problems as Philadelphia. Several have requested that they be advised of the final action taken by the Commission."

other locations, such as: basements, district departmental offices, court buildings, police stations, warehouses, and abandoned buildings. To further confuse this 200-year problem is the ever increasing number of records being accumulated annually through necessity, expansion of public services, mechanical methods of reproduction, and the complexities of today's government itself. There seems to be every indication that the future flow of public records will continue to increase substantially.

Many records have administrative, legal, fiscal, research, or historical value, while many more may be considered entirely worthless. In either instance, however, they should be of real importance to city officials and taxpayers in view of the huge sums of money paid out these many years to literally nurse them along in expensive storage space. A vast number of these records are important to individual citizens because they affect title to real estate, payment of taxes, ownership of personal property, marital status, vital statistics, the right to vote, and many other every day occurrences. In decedents' estates alone, records involving millions of dollars of assets concern Philadelphians. It may be truthfully said that public records at some time or another affect, directly or indirectly, the life of every citizen.

The problem of preserving public records during times of emergencies and particularly in times of national emergencies is extremely important. The loss of public records during World War II, particularly in Europe, is a shocking example of what can and did happen. It could happen in Philadelphia. The cost of replacing essential records, re-establishing legal and property rights in the courts of law, and the restoration of normal governmental functions could reach astounding proportions. For instance, if the records of the Department of Public Works, which contain detailed information as to the locations of public utility facilities were destroyed, repair costs would be immensely greater than if these records were still available.

Records in national emergencies are exposed to many hazards. Some of the contributing factors are: (1) space demands for more urgent and essential activities; (2) possible disposition of older but essential records as needed waste paper without proper evaluation; (3) general slackening of normal protective controls; (4) loss of qualified personnel; (5) transfer of records to locations unsuitable for records protection; and (6) enemy bombing, occupation, or seizure resulting in fires, exposure, or destruction.

During World War II, Philadelphia had an excellent organiza-

tion for civilian defense but the question of protecting public records was not considered a very serious problem. Of course, this was before the days of the atomic bomb and newer weapons. Recently the Mayor, as county defense coordinator, appointed a County Defense Steering Board of seven members to formulate plans for protection against sudden enemy attack. It is hoped that the importance of protecting and preserving public records during such an emergency will be given thorough consideration.

Although the loss of historical papers would not necessarily interfere with the normal functioning of public or private affairs, it would, however, deliver a staggering blow to the progress of education and culture. Philadelphia has an obligation, not only to its own citizenry but to the Nation at large, to preserve its historical records, for no other city in the United States has greater wealth and heritage in historical documentation. Somewhere are the priceless public documents of Stephen Girard, Francis Hopkinson, Robert Morris, Commodore Barry, Benjamin Franklin, John Paul Jones, Haym Solomon, William Penn, John Bartram, and so many others. Somewhere are the papers of Nicholas Biddle and his Bank of the United States, the City Charter granted by William Penn in 1701, the early street maps, and other historical gems. For years historical societies, patriotic organizations, veterans, scholars, historians, archivists, genealogists, and other kindred groups have pleaded for good municipal records management and the preservation of Philadelphia's heritage of historical treasures. They feel, as others do, that Philadelphia can no longer evade this vital issue.

It is distressing to report that Philadelphia records are not always kept in depositories affording proper protection. Deterioration of important records by excessive heat and dampness is not uncommon. Continued over-heating has caused records to fade to a point where they are illegible and to crumble when handled. Some locations are infested with vermin. Faulty electric fixtures have resulted in serious fire hazards. One group of very important records was recently described as being covered with dirt and pigeon waste. A further examination of this particular storage space revealed that several windows had been broken, which permitted rain and snow to blow into the room and upon the records. There is every reason to believe that there are literally tons of record material, the contents and location of which is entirely unknown. Under these conditions proper protection is impossible.

Public access to records rooms is not necessarily restricted, but

there are some locations housing very valuable records which are not always protected. Some offices permit the examination of papers without the presence of an attendant. One custodian used to hang a sign on the outside door reading "Out to Lunch — Help Your Self." Unauthorized persons have access to file rooms and cabinets. Under these circumstances, there is every possibility for the alteration of documents, malicious destruction, or even outright theft.

As previously indicated, many records are in a disorderly condition. This is not entirely the fault of city officials. There are several contributing causes, such as: inability of top authority to create order, the lack of adequate funds for the purchase of equipment, the short term of office of some administrators, the need for ample and proper storage space, and the absence of qualified and trained personnel. Overshadowing all other deficiencies, however, is the utter lack of appreciation and understanding of records by people in general. On the whole, they are apathetic towards records. It seems that records are unimportant until urgently needed and then, and only then, do they become all important.

Unfortunately, it cannot be said that all public officials in Philadephia have been inclined to take full advantage of existing and helpful legislation relating to records management. At times it is discouraging and somewhat bewildering to learn that responsible officials are totally unaware of existing legislation. It is interesting to note that during the 1949 legislative session a single bill (*Act of Assembly* No. 250 of 1949) was enacted and signed by the Governor clarifying the use of photography as a recording medium and further providing authority for the disposition of public records. This new law was generally accepted throughout the Commonwealth as an excellent piece of legislation — but not in Philadelphia. Apparently Philadephia was not inclined to take advantage of this single act and immediately introduced two separate bills, applicable only to Philadelphia. One bill (*Act of Assembly* No. 307 of 1949) relates to the disposition of records, while the other (*Act of Assembly* No. 311 of 1949) relates to photography of records. The legislation dealing with the disposition of Philadelphia's records, strangely enough, is inapplicable to the Recorder of Deeds, "except as to written instruments, documents, or papers lodged for record and recorded and which were thereupon returnable to persons entitled thereto, when such persons have failed to call for the same after a period of one year from the time they were ready for delivery and return." Careful inquiry has not revealed a single in-

stance where a department affected by this legislation was consulted as to the content or drafting of this act.

One of the most disturbing elements in the general administration of Philadelphia's records is the absence of controls over the creation, management, and retention and disposition of records. From the standpoint of over-all records management, there is no more profitable area to begin controls than in creation or revision of forms, reports, and other documents. The present lack of controls is one of the greatest contributing factors to the overabundance and mismanagement of records in government. It appears that for many years expensive bond paper has been considered as standard quality for the creation of even the simplest of forms. Practically no thought has been given to the periodic check for the real need of or revision of forms. The expensive process of using more than one color of ink on a single form is used extensively. Full sheets of paper are used when a half sheet would suffice. There is every indication that the preparation of municipal forms presents a broad field for economy.

It is quite apparent that Philadelphia's present records are not being administered under the accepted standards of up-to-date management. In the absence of such standards, records-keeping cannot stay in step with the fast expanding governmental services and requirements. It is a simple case of being short on the methods and tools and long on materials. Handwriting is still the method employed for filling out forms, transcribing documents, executing signatures, making book entries and, in even a quite modern category, documents are being photostated when they should be microfilmed. All this work could be accomplished quicker, better, and more economically with the greater use of proper mechanical methods. Also, many officials have failed to install up-to-date records equipment. For instance, old fashioned county document file boxes, purchased over fifty years ago to house folded papers, have not been replaced with newly designed file cabinets which accommodate vertical filing and are much more economical because of space saving features. Of course, there are some instances where modern equipment has been installed, but these are too few and scattered. Unfortunately, however, new equipment has not been placed in the offices where it would do the most good.

There is a definite lack of control over the retention and disposition of records. Oddly enough, it works both ways. There are some officials who feel that all records should be kept forever, while there are others who just cannot seem to get rid of them fast enough. It

is not uncommon to find records in considerable quantities, many of which are over 50 years old, which are no longer referred to or required in the prosecution of official business. For example, pay roll sheets, check stub books, work sheets, duplicate records, daily scratchers, office bills and receipts, correspondence of all types, and obsolete blank forms can be found. It appears that little consideration has been given to a program for the retention of records temporarily, for a definite period of time, or after the happening of some event, or permanently.

As far as the disposition of records is concerned, there has never been a well planned over-all program. On the whole, the disposal of records has been motivated by the urgent need of storage space or by the prodding of an alert fire marshal. In any event, the actual disposition of records has been carried out by minor employees and, in some cases, without the knowledge of department heads. Apparently few employees, including some administrators, are aware of the fact that there is legislation which permits the disposition of official records, but which also requires definite methods of procedure. There is little doubt that many important records have been lost forever by non-compliance with this legislation.

From the foregoing discussion, it is evident that Philadelphia is in immediate need of a strong records administration program. Such a program would provide:

1. A centralized authority for the control of the creation, management, and the retention and disposition of records.
2. A survey and inventory of all records to determine their location, title, volume, space, and equipment facilities and condition.
3. Centralized control of future creation and revision of forms and other official documents, including design, materials, amounts required, and methods of reproduction.
4. An over-all plan for the management of records which would assure at all times and especially during emergencies, the preservation of administrative, legal, fiscal, historical, and other important and valuable documents by means of improved supervision, personnel, working conditions, systems and procedures, records protection, equipment, storage space, and other facilities.
5. Sound records evaluation.
6. Correct schedules for the retention and disposition of records.
7. Immediate disposition of worthless records and release of valuable equipment and storage space for other use.
8. Assistance to the City Solicitor and other officials in the preparation of petitions to the courts for the disposition of records.

9. A much needed and comprehensive plan for the rehabilitation of records now in disrepair.
10. Specialized experience and training in records administration to employees of other departments.
11. Means of improving the general appearance of individual offices and city buildings as a whole.
12. Improved and economic records administration which would reflect favorably in the betterment of service, public approval and a very substantial reduction in the annual over-all costs of operating Philadelphia's government.

All departments, at one time or another, make and keep records. It would be most difficult even to estimate the annual over-all cost of records administration in Philadelphia. Some idea can be obtained, however, from the budget appropriations for those departments considered to have large volumes of records. Examples of these offices and their budget appropriations for 1950 are as follows:

Board of Revision of Taxes	$ 757,380
Receiver of Taxes	1,673,061
Clerk of Quarter Sessions	392,572
Prothonotary	390,095
Recorder of Deeds	382,485
Register of Wills	214,698
Registration Commission	521,975
Civil Service Commission	148,100
Municipal Pension Fund	10,132
Public Works (Engineering, Surveys and Zoning)	724,500
Public Health (Vital Statistics)	42,084
Supplies & Purchases (Record Items)	166,050
Total	$5,423,132

It would not be correct to assume that this entire amount of $5,423,132 is spent directly on records-making and records-keeping. On the other hand, the costs of space rental, building maintenance, and transaction of "city business" without remuneration, which in accordance with standard practice would normally be included in arriving at a justifiable expense total, are not reflected in this figure.

Perhaps the greatest difficulty in trying to trace records costs would be found in those departments which are not considered primarily records agencies. For instance, there is no doubt that the Department of Public Safety makes hundreds of records daily but to calculate the exact cost of this work would be extremely difficult.

The same is true with other departments. As a result, any over-all figure of records costs must necessarily be an estimate. Therefore, for the sake of continuing this discussion on a conservative basis, it is assumed that Philadelphia spends at least $5,000,000 annually on records administration.

Anyone familiar with City Hall will testify to the fact that there are many rooms, basements, attics, etc., now occupied with records. Department heads will readily admit that much of this material is worthless, never referred to, and that it is merely taking up valuable floor space. It is quite possible that at least 100,000 square feet of selective floor space could be cleared of worthless records. If this type of space is worth $3.50 per square foot a year, as stated during the 1949 budget hearings, then the release of this amount of space would result in an annual savings of $350,000.

On several occasions records storage equipment in excellent condition was found housing inactive or worthless records or entirely empty. It is believed that much of this equipment could be transferred to other locations and used to advantage, thus eliminating the necessity of making additional purchases. One city official, with long experience in the field of equipment buying, has stated that $50,000 could be saved annually if the city's records storage equipment were placed in proper use.

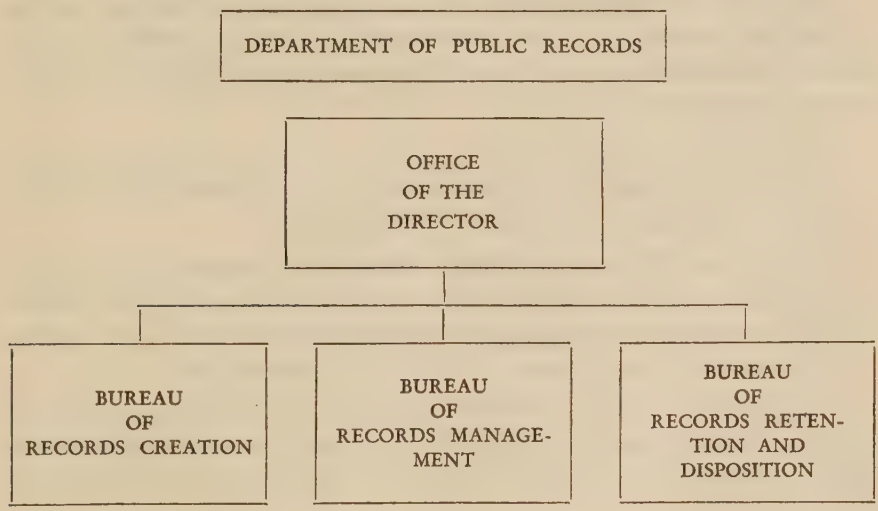
Better management and fewer records should result in the need of fewer employees. In one office alone, it has been estimated that with the installation of modern equipment and methods, personnel costs could be reduced $85,000 annually. How far personnel economies could spread throughout the entire municipal government would be hard to say, but on the basis of the Controller's recent estimate, it is believed that it could reach $755,000 in the field of records-making and records-keeping.

Taking into consideration the possible economies already discussed, there is every reason to believe that a strong records administration program could produce very substantial reductions in the over-all costs of managing Philadelphia's records. It is entirely within the realm of possibility that with the introduction of modern work methods, installation of up-to-date business machines, purchase of better designed storage equipment, reduction in floor space, fewer employees, and other improvements, the estimated over-all cost of $5,000,000 for administering Philadelphia's records annually could be reduced by at least 10 percent or $500,000.

The problem of administering Philadelphia's public records in the future is not only an important and serious one but one which

calls for clear thinking, good planning, and forceful action. The time has passed when such a problem could be conveniently solved "by building another wing on the courthouse." Philadelphia can no longer, or even temporarily, afford to side-step this issue because of the certainty that the flood of public records will increase rapidly within the next few years. With this increase will come corresponding increases in the costs of administration. And, already bogged down with the tremendous expense of administering a huge conglomeration of past records, Philadelphia dare not continue to saddle its future generations of citizens and taxpayers with more and more records and skyrocketing costs of administration. It seems almost mandatory that Philadelphia act without further delay.

Part of the solution to Philadelphia's records problem lies in the establishment of a strong records administration program within the city government. Since the present city charter does not permit additional departments, it is hoped that the Charter Commission will recognize the need for a separate department of public records. It is recommended that the Philadephia Charter Commission establish a Department of Public Records under the new City Charter. It is further recommended that the Department of Public Records, within the scope of its functions in the Charter, shall exercise the powers and perform the duties pertaining to the creation, management, and retention and disposition of records, formerly exercised and performed by all officers, departments, or other city agencies. It is also recommended that this new agency be set up in accordance with the general organization chart which follows:


DEPARTMENT OF PUBLIC RECORDS
OFFICE OF THE DIRECTOR
BUREAU OF RECORDS CREATION
BUREAU OF RECORDS MANAGEMENT
BUREAU OF RECORDS RETENTION AND DISPOSITION

Finally it is recommended that the powers and duties of the Department of Public Records should extend to each of the areas of records management, as follows:

CREATION OF RECORDS: Prescribe and approve standards for the creation, revision or purchase of all forms, reports, record books or other printed record material.

MANAGEMENT OF RECORDS: Prescribe systems, procedures and methods for the management, use, and preservation of records; standards for the purchase and use of records equipment; and locations for the proper storage of records.

RETENTION AND DISPOSITION OF RECORDS: Prescribe standards and procedures for surveys, continuous inventories, and evaluations of records; receive noncurrent records for preservation; classify, index, and service records received for public reference; and arrange, conduct, and supervise exhibitions of historical or other important papers.

RULES AND REGULATIONS: Make rules and regulations, subject to the approval of the proposed Executive Policy Board, pertaining to the general administration of the Department of Public Records.

EXECUTIVE POLICY BOARD: The Director of the Department of Public Records shall serve as a member of the proposed Executive Policy Board.

ACCESS TO RECORDS: Have access to all records, except those usually restricted for the benefit of public or private cause, during official office hours for the purposes of carrying out departmental functions.

OFFICIAL DEPOSITORY: Serve as the official depository for the safe keeping of all important papers, documents, or other records belonging to the City of Philadelphia.

INFORMATION CENTER: Receive and maintain for public information and distribution copies of the City Charter, ordinances, resolutions, rules and regulations, proclamations, and other informative material concerning the City of Philadelphia.

ASSISTANCE TO OTHER OFFICIALS: Collaborate with all officers, departments, or other city agencies in the full understanding, development, and prosecution of a sound records administration program.

This report would not be complete without some discussion about other governmental records administration programs in relation to the one recommended for Philadelphia. For instance, the United States Government, long recognizing the necessity and value of good records management, has centralized authority for the creation, management, and retention and disposition of records. It was recently strengthened through the recommendations of the Hoover Commission. Smaller units of government, however, have not been so fortunate. There is little indication that even the larger cities, with huge volumes of records, are attempting strong over-all records management. Separate projects for forms control, better operations, disposal of useless records, or the erection of an archives building have been inaugurated in some communities, but these singular attempts at improvement will not produce a satisfactory solution to an over-all records administration problem.

Functionally, the program recommended for Philadelphia is closely patterned after the Federal structure which is now operating with considerable success. There is every reason to believe that the the same kind of program could be successful in Philadelphia. The establishment of a Department of Public Records would be a sharp departure from the past, but it would be a step forward and an indication to citizens here and in other cities that Philadelphia can lead the way in the betterment of municipal government.

In closing, reference is again made to the letters of inquiry sent to a number of other large cities concerning records management. It seems most timely to quote the following from one of the replies: "Your Charter Commission would be very forward-looking if it will centralize its records-keeping under one department or official. It may set an example for all other cities which have been very backward in solving this expensive and perplexing problem."

The Society of American Archivists Reports for the Year 1949-1950

MINUTES OF THE BUSINESS MEETING

October 9, 1950

The Society convened in its annual business meeting at the Hotel Loraine, Madison, Wisconsin, at 9 P. M., October 9, 1950, approximately sixty members attending.

The minutes of the previous business meeting, as published in the *American Archivist*, January, 1950, pp. 51-53, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

The report of the treasurer was presented. Meredith B. Colket, Jr., chairman of the Auditing Committee, gave their report, which, with the treasurer's, was accepted and ordered to be placed on file.

Oliver W. Holmes, chairman of the Committee on International Relations, reported on the establishment of the International Council on Archives at the congress held in Paris in August, 1950, at which the minimum dues for national associations were set at $7.50 per year with the expectation that associations that could so afford would offer to pay more than that amount. Mr. Holmes offered the following resolution, which was passed:

Resolved, that the Society of American Archivists authorizes and instructs its treasurer to pay the established annual dues to the International Council on Archives and in addition as a contribution an amount that added to the dues shall total $50.00 per year, provided, however, that the Council shall be empowered, if circumstances warrant, to decrease this contribution but not, without approval at a regular business meeting of the Society, to increase it.

Voted, to approve the report of the Resolutions Committee, presented by the chairman, Karl L. Trever:

Resolved, that the Society of American Archivists expresses its appreciation to the State Historical Society of Wisconsin, the office of the Governor, the Committee on Local Arrangements, and the Hotel Loraine for their hospitality and efforts in arranging this meeting; and to Dr. William D. Overman and the members of the Program Committee for its successful planning of these sessions.

Mr. Fred W. Shipman offered the following resolution, which was approved:

Resolved, that the Society of American Archivists expresses its regret at the passing of its former president, Dr. R. D. W. Connor, its appreciation for his long and distinguished career, and its regard and sympathy to Mrs. Connor.

Mr. Wayne C. Grover offered the following resolution, which was approved:

Resolved, that the Society of American Archivists expresses its deep appreciation of the intelligent and painstaking efforts of Dr. Lester J. Cappon as secretary for a period of eight years, and his consistent cooperation and good will.

Oliver W. Holmes, chairman of the Nominating Committee, presented its report on the members' replies to the questionnaire mailed in advance of the meeting, asking whether the members favored limiting the president's term to one year. The vote of members who replied was 26 for and 49 against. A majority also voted against the second and third questions: whether the vice-president should be the president-elect and whether a constitutional amendment should be presented at this meeting to effect the above changes.

Mr. Holmes then presented the following slate, offered by the Nominating Committee: for president, Philip C. Brooks; for vice-president, William J. Van Schreeven; for secretary, Roger Thomas; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1955, Robert H. Bahmer. There being no nominations from the floor, on motion of Mr. Holmes, *Voted*, that the secretary cast a unanimous ballot for the above nominees.

The remaining council members continue to hold office for the following periods: Ernst Posner, one year ending 1951; Antoine Roy, two years ending 1952; Dorothy K. Taylor, three years ending 1953; Christopher Crittenden, four years ending 1954.

There being no further business, the meeting adjourned at 9:45 P. M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

October 9, 1950

The Council met in the Hotel Loraine, Madison, Wisconsin, at 4 P. M., October 9, 1950, the president, vice-president, secretary, treasurer, editor, and Dorothy K. Taylor, Ernst Posner, and Oliver W. Holmes attending.

The previous minutes of the Council, as published in the *American Archivist*, January, 1950, pp. 53-54, were approved.

The secretary submitted the following names of applicants for membership who were approved: Everett O. Alldredge, Henry P. Beers, Frank Caflisch, Mrs. Alice E. Collegeman, Ofra Eliash, Meyer Fishbein, Bess Glenn, Fred G. Halley, Betty Herscher, Susie Benton Keane, Marjorie G. Lincoln, Dorothy V. Martin, Maurice Moore, Isadore Perlman, Morris Rieger, Robert Rosenthal, Margaret Ruckert, Charles Shetler, Hugo Vargas, Albert Whimpey, John B. White, and the Historical Commission of South Carolina.

The president suggested that a list of the Society's members, individual and institutional, be published, since none has been issued since the list of founding members of 1936-37. A majority of the council members present were opposed to printing the new list in the *American Archivist* because such a list is soon out of date and the space in the magazine is costly and needed for other matters.

Voted, to instruct the secretary to publish by multilith a list of the members of the Society with addresses and institutional affiliations as of April 1, 1951, to be distributed free to all members, and in preparation thereof to submit a plan and format for such a list to the Council by mail, with an estimate of size and cost.

The editor said that his experience in getting new members at the National Archives indicates a large number of potential members who could be secured by personal contact, especially in the District of Columbia, but elsewhere too; that membership procedure ought to be revised so that less time would elapse between application for membership, approval, and receipt of the magazine by the new member. The treasurer proposed that membership and subscription records be transferred from the secretary's office to the treasurer's office to simplify the receipt of funds and payment of bills; this system would also solve some of the problems raised by the editor. The Council was in agreement on this proposal but felt that a regularized procedure would be needed to keep the secretary informed frequently on changes in membership status. The Council referred this matter to the Finance Committee to work out in detail.

The secretary reported that as a result of the Council's vote by mail Solon J. Buck was elected to represent the Society on the Board of Directors of the National Records Management Council, which, in accordance with its constitution, had submitted to the Society the names of three of our members from whom our Council members made their choice.

The president raised the question whether he should appoint a committee on national emergency to concentrate on archival problems in relation to civilian defense, security programs in relation to preservation and wartime use of records, services of archival personnel under emergency conditions, etc. While it was felt that such a committee is advisable, the Council recommended it for further consideration at its next session after the new officers have been elected.

Mr. Holmes as chairman of the Committee on International Relations reported on the action of the International Council on Archives at the Paris Congress with respect to dues of institutional members now set at $7.50 per year. Since this amount was established as a minimum with the hope that institutions would contribute an additional amount and that institutions in the United States might be especially able to do so, Mr. Holmes proposed that he offer a resolution at the forthcoming business meeting to authorize the treasurer to pay to the ICA an amount which in addition to the yearly dues will not exceed $50.00, and that the Council be empowered to decrease this contribution from year to year but not to increase it without approval at a regular business meeting of the Society. *Voted*, to approve the offering of this resolution to the business meeting.

The meeting adjourned at 5:15 P. M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

October 10, 1950

The Council met in the Hotel Loraine, Madison, Wisconsin, at 8:30 A. M., October 10, 1950, the president, treasurer, editor, Dorothy K. Taylor, Antoine Roy, and Ernst Posner attending.

In the absence of the newly elected secretary of the Society, Lester J. Cappon was appointed secretary *pro tempore.*

After the secretary gave a summary of Howard H. Peckham's report as chairman of the Joint Committee on Historical Manuscripts, *Voted,* that the Society of American Archivists continue cooperation with the American Association for State and Local History through the Joint Committee on Historical Manuscripts, and that the president of this Society and the president of the AASLH each appoint two members to the committee and jointly select a fifth member.

The president discussed the appointment of certain new committees as recommended by various members of the Society. After further discussion the Council instructed the president to appoint a Committee on Emergency Measures; a Committee on State Archives (to gather administrative data for a manual and to study other problems in the field of State archives); and a Committee on Motion Picture Records.

The secretary announced that the Society had received invitations to hold its fifteenth annual meeting (1951) in Lexington, Ky.; Annapolis, Md.; Williamsburg, Va.; and Washington, D. C. Since it was generally agreed that the next meeting ought to be near the center of membership of the Society, *Voted,* that the fifteenth annual meeting be held in Annapolis, Md., in the early part of October, 1951.

The editor gave a summary of his report on the *American Archivist* which will be published in the magazine. He pointed out that with an increasing number of articles on hand and in preparation the journal could be increased to 128 pages, if additional funds were available to meet the corresponding increase in cost. He also reported that the Index to Vols. 1-10 has been completed and an estimate of the cost of printing is being obtained. It can then be decided whether the cost could be met by anticipated sale of copies at a reasonable price. The Council recommended that the editor's name on the inside of the cover of the *American Archivist* be listed with the other officers of the Society.

The Council then adjourned until 12 noon.

The treasurer submitted the proposed budget for 1950-51 and pointed out that estimated cash on hand on June 30, 1951 reveals a narrow margin of $160.97, the result of a trend during the past few years accounted for in part by increased costs of publication. The additional surplus of the Society consists of the $1,000.00 U. S. Government bond purchased several years ago. The treasurer warned that any new projects undertaken must be self-sustaining. The editor urged concentration on new members and subscribers in line

with his remarks at the preceding session of the Council. *Voted*, to approve the budget for 1950-51 as submitted.

Mr. Posner proposed the compilation of a critical, descriptive, and annotative bibliography of archival administration for archivists, records officers, and manuscript curators in the United States and Canada, under the direction of the Committee on Archival Bibliography. The Council was in agreement that such a project is highly desirable. As a member of that committee Mr. Posner will proceed with plans and initial steps for the undertaking.

The meeting adjourned at 12:30 P. M.

LESTER J. CAPPON, *Secretary pro tempore*

REPORT OF THE SECRETARY FOR THE YEAR 1949-50

Five years have elapsed since the Society last met in the Middle West. It was high time that we returned to this great Mississippi Valley region with its numerous historical societies dating back to territorial days and with its long-time interest in historical manuscripts. Lyman C. Draper and Reuben Gold Thwaites of Wisconsin have long since become national figures among scholars and it is a privilege to be the guests of their State Society. Illinois has been in the vanguard of State archival advance for many years, thanks to the untiring labors of one of our past presidents, and Minnesota and Wisconsin have undertaken ambitious programs more recently. Important strides have been made in the field of business records in Ohio and in the Chicago area. Other examples could be cited to emphasize the point that our members from other regions have much to learn by convening here, however long the trek over the mountains or across the plains. Our Society, too, has something to contribute and something to gain in embarking on conventions away from the center of its membership on the eastern seaboard.

In referring to his previous reports from time to time during the past eight years, the secretary has awakened tardily to the fact that they have been lengthy documents, more likely to depress the members in the hearing of them than to impress them in the reading, if read at all. The practice begun a few years ago of printing most of the annual committee reports, upon which the secretary's diatribe is essentially based, seems to allow even less justification for an extended paraphrase of the committee chairmen's expositions. More to the point, therefore, will be a brief outline of the committees at work, a comment on the Society's magazine, and a statistical summary of our membership.

The Committee on College and University Archives, which stemmed from the older Committee on Institutional Archives, is developing a well integrated program that bids fair to be as educational as its subject matter. Under Chairman Dwight H. Wilson this committee began with some fact-finding, reported in a selected list of college and university archives with pertinent comments on the data by Mr. Wilson and published in the October, 1950 issue of the *American Archivist*.[1] The committee is at work on a manual designed for col-

[1] *American Archivist*, 13:343-350. For the text of the committee's report see below, pp. 69-70.

lege administrators and archivists, and, unlike most of our committees, it has provided the Membership Committee with the names of prospective members, in the field of higher education. The parent Committee on Institutional Archives has been seeking the most strategic approaches to the realm of labor records. Since the Society has no members directly associated with labor unions, Chairman Robert W. Hill has relied almost entirely upon his own resourcefulness, and his report is confined at present to the planning stage.[2] It is especially fortunate, therefore, that we have the opportunity of hearing directly during the present convention about the Labor History and Records Project of the State Historical Society of Wisconsin.

The postwar activity of the Committee on International Relations[3] in its contacts with UNESCO has borne fruit during the past year in the completion of the organization of the International Council on Archives and its first Congress held in Paris in August. Our Society was represented by Oliver W. Holmes, chairman of this committee, and by Miss Margaret C. Norton, who has presented a report of the congress at our luncheon session today. The Society's membership in the ICA also involves the question of our financial support which our Council has discussed before presentation to the present business meeting. The Committee on International Relations has also participated in the program of the Pan American Institute of Geography and History, especially through its Commission of History and the latter's Committee on Archives.

Although the Committee on Records Administration of this Society has not been active during the current year, it is appropriate to note the publication of President Brook's valuable essay, *Public Records Management*, by Public Administration Service of Chicago. This monograph, directed primarily to state and local government officials, evolved out of earlier deliberations of the Committee on Records Administration. A recent report from the Public Administration Service shows that more than 1,050 copies have been distributed. Largest categories of purchasers have been municipal officials, libraries, records management consultants, city managers, and state officials in that order, though the remainder have been obtained by a wide variety of purchasers difficult to classify in such categories. Some of the work of the Committee on Photographic Techniques is revealed in Chairman Daniel F. Noll's article on "The Maintenance of Microfilm Files," published in the April, 1950 issue of the *American Archivist*.[4] The Committee on Archival Buildings and Equipment[5] has carried on its expert consultant service under the chairmanship of Victor Gondos, Jr., along with its other activities. The Joint Committee on Historical Manuscripts of this Society and the American Association for State and Local History under the chairmanship of Howard H. Peckham has been exploring the possibilities of establishing a union catalog of manuscript collections. Having ascertained that manuscript repositories could be

[2] For the text of the committee's report see below, p. 70.

[3] For the text of the committee's report see below, pp. 71-72.

[4] *American Archivist*, 13:129-134. For the text of the committee's report see below, p. 75.

[5] For the text of the committee's report see below, pp. 68-69.

relied upon to send data on their collections to a central office and that free office space for a union catalog could be found on a university campus, the Committee requests a directive from both societies on procedure with respect to the financial problems involved in the project.

As the result of a recommendation made by President Crittenden two years ago, a Committee on Long Range Planning was appointed by President Brooks with the former as chairman. The committee held an all-day meeting last spring and corresponded with the chairman on the basis of the minutes of that meeting, but in order to make a substantial report to the Council the committee requests that it be continued for the year 1950-51.

The Society can justly be proud of its quarterly journal in every department. The substance and variety of its content are noteworthy, for ours is a society of diverse viewpoints and it is difficult to gratify the interests of all of us. What quarterly reaches its subscribers at the beginning of the month of issue? The answer is: the *American Archivist*. Editor Karl Trever has achieved the impossible, but he will doubtless share the laurels with his staff and the Torch Press. The current October issue, just referred to, contains the usual excellent list of "Writings," compiled by Lester W. Smith, chairman of the Committee on Archival Bibliography. The title has been revised to "Writings on Archives, Records Management, and Historical Manuscripts," in order to indicate its broad coverage. Mr. Smith also keeps the secretary informed on the appearance of new or revived foreign archival journals which may be recommended for exchanges with the *American Archivist* and for preservation in the National Archives Library. The success of our magazine suggests the possibility of other publications by the Society in keeping with its professional responsibility.

Clear evidence of the Society's high standing is seen in recognition accorded by other organizations which from time to time have interests closely akin to ours. In addition to the international field already mentioned and to our relations with Public Administration Service, we are now represented on the Board of Directors of the National Records Management Council by Solon J. Buck, recently chosen by our Council. State governments have turned to the Society for aid in drafting archival legislation. We have close ties with the American Association for State and Local History, and our annual joint session with the American Historical Association is firmly established. This occasion last December was given special significance in conferring an honorary membership on Waldo G. Leland, who addressed the session on "The First Conference of Archivists, December, 1909: the Beginnings of a Profession." [6]

Since our preceding annual meeting somewhat over a year ago the Society has experienced an increase in membership, thereby continuing the prevailing trend since its organization fourteen years ago. Regional organization of the Membership Committee brings good results, the more so when it has an energetic chairman like D. L. Corbitt, who has served again this past year. Dur-

[6] See *American Archivist*, 13:109-120.

ing 1949-50 two individual members resigned, 24 were dropped for non-payment of dues, and 3 are deceased. This loss of 29 is offset by 54 new individual members of whom 47 are in the United States and 7 in foreign countries. This net gain of 25 makes a total in this category of 377 (in 1949 there was a net gain of 33). Of this total 41 are foreign members. During the past year one institutional member resigned and 3 domestic and 5 foreign were added, making a total of 76 (the net gain in 1949 was 9). Of this total 19 are foreign institutions. The number of life members has increased from 4 to 5 by transfer in status, thus not affecting our total membership. The number of of honorary members has also increased from 4 to 5 by transfer in status. Thus the aggregate of all classes of membership is 461. During 1949 the number of new subscribers was 11 in the United States and 7 in foreign countries; 7 were lost, resulting in a net gain of 11 (the net gain in 1949 was 13). The total number of subscribers is 161 of which 41 are foreign. The sale of back copies of the *American Archivist* increased from 235 in 1949 to a new record of 265. Geographical distribution of members is approximately 54% in the Middle Atlantic States (New York through Maryland including the District of Columbia), 19% in the Southern States (including Texas and Oklahoma), 14% in the Middle West, 8% in the Far West (Mountain and Pacific States), and 4% in New England. These figures suggest opportunities for future effort.

With regret I record the deaths of three members: Robert D. W. Connor, past president of the Society of American Archivists, former archivist of North Carolina, and first archivist of the United States; Miss Jeanne Elizabeth Wier, secretary of the Nevada Historical Society; and Miss Estelle Lutrell of Tucson, Arizona. All three were founding members of this Society.

And now a few words in retrospect. The fourteen years of the Society of American Archivists' existence have not been seven lean and seven fat years or vice versa. They have been years of steady and healthy growth, not only in membership but also in exchange of ideas and information, recognition and evaluation of problems to be solved, and that meeting of minds which evolves from freedom of thought and honest difference of opinion. Founded by historians who were concerned about the neglect of archives in the United States and who envisioned what might be done through organized effort, the Society has helped immeasurably to establish the archivist professionally, though he is not always easy to identify and classify. As long as he maintains a firm grasp of the archival core of his duties and responsibilities, along with an intellegent understanding of the fields closely related to archives, he will maintain his archival principles and his historical judgment, whether his immediate task be concerned with family correspondence or management of recent records in bulk. It seems to me that the strength and advancement of this Society are to be found in its adherence to "sound principles of archival economy" (to quote from the Constitution) and in the variety of viewpoints of its members. State archivists have crossed swords with national; the internationalists have been criticized by some of our more domestic-minded members. Some

99.44% pure archivists have looked askance at curators of historical manuscripts in the Society even though they have archives in their custody. The practical archivist has vied with the theoretical and the historical for space in our magazine. We have never lacked live issues and substantial arguments, or a good attendance at annual meetings to participate in them. And each yearly meeting serves to emphasize what we have undone as well as what we have not yet undertaken.

No officer of this Society has served long enough to develop a proprietary interest in it. May we ever be spared such a baneful state of affairs. But eight years are long enough to carry the "secrets" of the organization, and time enough to conclude that new blood makes for new ideas and greater advancement. I cannot write *finis* to my final annual report without thanking the officers and members of the Society for their perennial support and expressing a special word of appreciation to our president who set the secretarial pace which I have tried in vain to equal. Since our Society is only in its teens, the best years must lie ahead.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

BUDGET PROPOSAL — FISCAL YEAR, 1951

Col.	Item	Fiscal Year Ending 6/30/48 Actual	Fiscal Year Ending 6/30/49 Actual	Fiscal Year Ending 6/30/50 Actual	Fiscal Year Ending 6/30/51 Estimated
1.	Cash on hand July 1	$2453.29	$2065.80	$1571.70	$ 699.08
	Receipts:				
2.	Membership dues	1985.75	2215.50	1756.25	1902.60
3.	Publications	866.25	1243.75	1147.75	1243.40
	Index to AA	—	—	—	600.00
4.	Interest on bond	25.00	25.00	25.00	25.00
5.	Annual meeting	76.02) 316.98)	183.36	82.00) 261.50)	100.00
6.	Contributions to International Council on Archives	—	170.50	25.50	—
7.	TOTAL RECEIPTS	3270.00	3838.11	3298.00	3871.00
8.		5723.29	5903.91	4869.70	4570.08
	Expenditures:				
	Administrative:				
9.	Secretary's Office	431.09	270.02	400.71	400.00
10.	Treasurer's Office	100.00	100.24	55.37	75.00
11.	Committees	59.51	15.30	43.38	30.00
12.	Publications	2568.04	3318.28	3154.11	3154.11
	Index AA	—	—	—	600.00
13.	Annual meeting	181.87) 316.98)	207.87	5.55) 261.50)	100.00

14. Contributions to International Council on Archives	—	420.50	250.00	50.00
15. TOTAL EXPENDITURES	3657.49	4332.21	4170.62	4409.11
16. Cash on hand June 30	2065.80	1571.70	699.08	160.97

APPROVED:

(Signed) PHILIP C. BROOKS, *President* (Signed) LESTER J. CAPPON, *Acting Secretary* (Signed) HELEN L. CHATFIELD, *Treasurer*

AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year July 1, 1949 to June 30, 1950, and we hereby certify that:

All cash shown to have been received has been properly accounted for.
Satisfactory vouchers are in file covering full disbursements.
The balance of cash on hand as of July 1, 1949 and June 30, 1950, was on deposit as of those dates.

In our opinion the attached statements submitted are a full and complete report of the financial activities of the Society for the fiscal year ended June 30, 1950.

(signed) MEREDITH B. COLKET, JR.
Chairman
(signed) JOSEPHINE FARRAR
Auditing Committee
Society of American Archivists

Washington, D. C.
October 6, 1950

REPORT OF THE COMMITTEE ON ARCHIVAL BIBLIOGRAPHY

The major responsibility of the Committee on Archival Bibliography is the compilation of an annual list of writings. This undertaking was accomplished in due course, and the bibliography, containing entries for 386 items, was submitted to the editor for publication in the October 1950 issue of the *American Archivist*. The title of the bibliography was revised this year to include the term "Records Management," to signalize the fact that the list includes (as it has in the past) a substantial number of entries appropriately classified under this heading. At the opposite pole, it was felt desirable to add qualifier "Historical" to "Manuscripts." Thus the title reads, "Writings on Archives, Records Management, and Historical Manuscripts."

The literature of the year followed its well-established pattern. An increas-

ing concern generally with problems relating to modern archives is to be noted. The year saw the resumption of the Italian journal, *Archivi* (the first issue since 1943) and, in fields closely allied to archives, the first appearance of two new journals — *American Documentation* (published by the American Documentation Institute) and *Aslib Proceedings*, (published in London by the Association of Special Libraries and Information Bureaux). The first post-war issue of the *Archivalische Zeitschrift* has been promised for the coming year.

LESTER W. SMITH,
Chairman

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

The Committee on Archival Buildings and Equipment had an unusually busy year in its assigned field, employing a variety of means for the dissemination of information including the distribution of publications, personal consultations, correspondence, instructional lectures, and other services. In all of the foregoing there was an increase of activity as compared with the past two years, some of which is attributable to the passage of a recent Act (*Public Law* 352, 81st Cong., approved October 13, 1949) which permits the Community Facilities Service to advance Federal funds to non-Federal public agencies for the purpose of preparing plans and specifications for projects duly authorized by State Governments and local political subdivisions. By the terms of this Act it is possible for an archival or other State institution to obtain funds for the payment of architects and engineers for the preparation of surveys, plans, and specifications. The purpose of this program is to establish a national reserve of thoroughly prepared projects ready for immediate construction, but bidding by contractors to be held in abeyance until such time as the respective states and local public bodies deem market conditions favorable for actual construction. At least one State archival institution is known to be taking full advantage of this interesting piece of legislation, and others should do likewise.

During the year some thirty reprints of the chairman's article on "American Archival Architecture" were distributed at request, which brings the total distributed to date to one hundred and thirty copies. Seven separate consultations were held for persons travelling through Washington or staying there on internship programs. Included amongst these visitors were the following: Dan M. Robison, State Librarian and Archivist of Tennessee, who was interested in the planning of existing archival structures and the plan file collected by the committee; Héctor García Chuecos, Venezuelan archivist, who was given a series of consultations and furnished a photostat set of plans and copies of all committee publications for the use of his local architect who is planning a new archives building for Caracas, Venezuela; a delegation appointed by the Governor of North Carolina, headed by Christopher Crittenden, with the duty of inspecting libraries, archives, and museums to gather data to assist Architects William Henley Deitrick of Raleigh and Matthew Norwicky of the United Nations, members of the delegation, in the design of a suitable

building for that State; and Jagdish Savan Sharma, Delhi University, India, who was given a course of personal instruction.

A score of mail inquiries from various sections of the country and abroad, such as those from Purnendu Basu, Director of the National Archives of India, and Lola Homsher, Archivist of the University of Wyoming, were received and answered. The annual summer lectures on stack equipment and space layout were given in conjunction with the Posner course on Archival Administration, under the auspices of The American University. The chairman's review of the Princeton publication *Planning the University Library Building*, edited by John E. Burchard and others, was published in the October, 1949 issue of the *American Archivist*. This work was reviewed at length because the chapters on stack arrangement, modular coordination, air conditioning, illumination, and technological trends are as much interest to the archivist as to the librarian.

In addition to general information on programming and planning, mostly desired by those who consulted in person, the mail inquiries were usually limited to a specific topic such as the respective merits of atmospheric and vacuum fumigation, fluorescent and incandescent lighting, the size of archival buildings as related to population, space apportionment for various functions, the load bearing strengths of steel shelves, the compartmentalization of stack areas for fire resistance, the perennial queries as to vertical and horizontal filing, the merits of various document containers, and the like. In one instance a quick survey was made and a list compiled of local air conditioning engineers qualified to design a particularly demanding installation. Not all queries, of course, can be answered categorically, for personal time and resources are limited, but the mounting notes of appreciation appear to indicate that the data rendered generally hit the spot.

As distance precludes formal meetings, the chairman, during the year, met individually with members of the committee and, by courtesy of various directors, made guided inspection tours of several historical society quarters, as well as the Charles Hayden Memorial Library of the Massachusetts Institute of Technology, renowned for its new departure in modular planning. Besides the writer, the committee for the year included Archivists Leon de Valinger of Delaware, Henry Howard Eddy of Pennsylvania, and William D. Overman of the Firestone Rubber Company, who succeeded Morris L. Radoff of Maryland.

VICTOR GONDOS, JR.,
Chairman

REPORT OF THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES

During the year 1949-50, the Committee on College and University Archives functioned mainly, as in the previous year, through correspondence. The committee, while still in the process of creating the pattern for its operation, is moving forward in practical ways as well.

Dr. Shipton completed his section of the pamphlet designed for administrators and archivists in colleges which he proposed last year. All of the committee members were enthusiastic in offering constructive criticism and, where it was felt necessary, differing opinions. That the pamphlet is not yet published results from the fact that the first section was not completed in time; nor were arrangements made for the place of publication or the necessary funds.

With reference to the suggested areas in which the committee might work, listed in last year's report, there is some progress to be noted.

From the 150 colleges and universities originally surveyed, the list has grown to three hundred — many of which wrote voluntarily. Administrators have written expressing interest in what other colleges are doing; and the committee can report that interest in the field of college and university archives has been greatly stimulated.

Dr. Gaston Litton has drawn up a pamphlet, complete with forms, for the use of schools interested in collecting documents on regional history in addition to official records. While funds are not available for the wide distribution of the pamphlet, Dr. Litton has personally attempted to make it available to interested institutions.

Dr. Francis Berkeley, Jr., evolved a recipe for the extermination of that perennial plague of archivists working in the usual college library — silverfish. It is planned to have the formula printed in the *American Archivist*.

Though the committee has still been unable to meet as a whole, Dr. Shipton and Dr. Dodson had two conferences in Cambridge on the problems of the college archivist; and the chairman spent a day in Ann Arbor with Dr. Vander Velde, who was this past summer appointed to membership on the Michigan Historical Commission.

Implementing the committee's belief in cooperation, 260 letters were sent to interested people urging them to join or rejoin the Society and attend the meeting in Madison. Since they were asked to write the Chairman of the Membership Committee, it is impossible for this committee to gauge the response. The National Records Management Council, now planning the establishment of Training Centers in Business Archives in various selected schools, was sent a list of all college and university archives revealed by the survey of last year.

In order to further the aim of the committee to establish good working relations among college archivists, a list of college and university archives, in alphabetical order under States, is being published in the October issue of the *American Archivist*, together with a brief analysis of the survey. It is our feeling that such a list will encourage neighboring archivists to exchange ideas and experiences.

Currently, the chairman is examining the feasibility of a group of three or four small schools with limited budgets jointly hiring a professional archivist. However, further study will be done before any recommendations are made along this line.

DWIGHT H. WILSON, *Chairman*

REPORT OF THE COMMITTEE ON INSTITUTIONAL ARCHIVES

The initial suggestion of executive officers of the Society was that this committee focus its attention upon records work among labor organizations. Our lack of members employed in this particular type of work has hindered full organization of a committee; indeed, no labor union has been discovered thus far, with an "archivist" on its roll of officers, although eighty have "research directors." This condition may force us to seek committee members outside our membership, probably in advisory capacity. It also presents a challenge or an opportunity.

The chairman has conferred during the past year with certain residents of New York with long experience in union organizational and research work. It is their opinion that many unions would feel complimented by our show of interest in labor records problems. The immediate need is to determine the method of approach most likely to produce concrete results. A choice seems called for between circularizing over 200 national or international labor unions (or a deliberately selected list of them), or of working with specific officers of the principal over-all union organizations.

Our objectives are to draw the attention of the responsible union official to modern archival methods and to make him acquainted with the Society of American Archivists and its aims. We think this would lead to improvement in the quality, effectiveness, and accessibility of a mass of sources increasingly significant to American historiography. It ought also bring us new members presently performing the same duties carried out by archivists of large institutions or business corporations.

ROBERT W. HILL, *Chairman*

REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS

Within the field indicated by its title this committee in recent years has functioned broadly along three lines, (1) helping to create and guide policy and programs; (2) advising and assisting the Society and its Officers in specific activities and undertakings; and (3) maintaining contacts on behalf of the Society with other agencies and organizations having similar aims and active in similar fields so as to promote, support, coordinate, and implement international activities of value to the profession. Among such agencies and organizations are the National Archives and Records Service, the Department of State, especially its units concerned with cultural relations, UNESCO, the Pan American Institute of Geography and History, and the International Council on Archives. There has been no slackening of these activities in the year under review.

Our major effort this year, as in the two previous years, was directed toward the support of the International Council on Archives, the organization of which we felt would offer eventually far wider possibilities of achievement in

the international sphere than would relations carried on directly on a country to country basis. Our promotional efforts in this direction bore fruit this year in the holding of the First International Congress on Archives in Paris this past August, an occasion which, thanks mainly to the great efforts of our colleagues in France, turned out to be a notable success, far exceeding our earlier expectations. The Society's official delegates to this Congress were Miss Margaret Norton and the chairman of your committee. Miss Norton will present a full report on this meeting to the Society membership at Madison so that further details are unnecessary here. In preparation for the Congress, however, your committee analyzed proposed amendments to the Constitution to determine the viewpoint the delegates should present, drafted resolutions to be presented to the Constituent Assembly, made recommendations as to nominees for the various offices, suggested reporters to reply to the questionnaires sent out covering the major topics to be discussed, drafted letters for the President, and carried on directly considerable correspondence abroad and at home relating to the Congress. For advice and assistance in all this work the chairman wishes to thank especially two of his committee members, Mr. Herbert Brayer, the past Secretary General of the International Council, and Dr. Lester Born, who served as the Acting Secretary General of the Council at Paris and was formally chosen by the Executive Board as the new Secretary General of the organization.

Once again, in response to resolutions presented by your chairman at Quebec, our Society voted a substantial voluntary contribution to the International Council on Archives to assist it in its formative period and until its own dues could be formally agreed upon at this Paris meeting. The sum of $250.00 was voted directly from the Society's treasury, and the Society authorized the direct canvassing of its membership for individual contributions which it was hoped might reach another $250.00. The chairman consequently prepared a letter to all members soliciting their contributions, which letter was multilithed and mailed out by the Secretary this past July. The membership will be informed by the Treasurer's report of the amount thus contributed, but results to date appear to be disappointing. Late contributions from those who may have forgotten will still be received gratefully.

The Council after some debate fixed its dues at Paris, but in response to pleas from "soft currency" countries and in the hope of securing a wide membership made them extremely low, namely 30 Swiss francs (about $7.50) for associational membership, 15 Swiss francs for membership from archival agencies or institutions, and 5 Swiss francs for individual members. It was emphasized that these were the minimum dues, however, and that those who could afford more should not limit their contribution to the amount of the membership fee. Membership applications can now be sent directly to the Secretary General in Paris, and it is hoped that many of our members will respond without waiting for membership literature, which may be some time in preparation, to be sent them. The Council still needs and deserves strong American support.

There was notable activity to report this year on another front. The Pan American Institute of Geography and History in 1946 established a Commission of History, with headquarters in Mexico City, which Commission has since been very active in promotional and publishing activities. Your chairman has served on an advisory committee appointed to advise the United States National Member on this Commission, Dr. Arthur P. Whitaker, and has thus been in a position to watch developments closely. The Commission of History in turn has established a Committee of Archives, on which two members of our Society, Dr. Solon J. Buck and Dr. Wayne C. Grover, have been appointed to membership. Another member, Dr. Roscoe R. Hill, was appointed an adviser. A meeting of this committee was called in Havana this September to plan a program in the archives field to be presented to the full Pan American Institute of Geography and History at its meeting in Santiago, Chile, in October. Dr. Hill and Dr. Philip C. Brooks, as Dr. Grover's representative, are in Havana at this writing, working with this committee. Presumably Dr. Brooks will report to the membership on this activity at the Madison meeting.

The year has thus marked notable progress in the organization of the profession on an international basis. In the long run it is the programs of these organizations that will count. It is hoped that the Society and its Committee on International Relations in coming years will help to give these programs meaning and contribute to their success.

OLIVER W. HOLMES, Chairman

REPORT OF THE MEMBERSHIP COMMITTEE

The 1950 Membership Committee of the Society of American Archivists was composed of David C. Duniway, Arthur R. Kooker, Dorothy K. Taylor, James C. Olson, Edgar Langsdorf, Vergil L. Bedsole, Russell H. Anderson, E. Graham Roberts, Joseph F. Vaughan, Frank M. Root, Robert W. Lovett, and D. L. Corbitt, as chairman.

Each member of the committee has taken an active part in the work, and since February a total of 4 applications for institutional members, and 32 applications for individual members have been submitted to the Council for action. The activities of the members of the committee have been devoted chiefly to correspondence, and in a few instances to personal contact. The members of the committee have tried to present the work of the Society of American Archivists to prospective members, who in the opinion of the committee were eligible for membership, and who would be interested in and enhance the work of the Society. Of course, the number of persons engaged in work which would qualify them for membership in the Society is limited. There also appear to be some people working in archival agencies who feel that even though they are working in our field they are for some reason not qualified according to the standards set by the Society and that if they were qualified and joined they would not be privileged, according to the standards set by the Society, to at-

tend annual meetings. Such persons evidently feel that membership in the Society should be restricted to the heads of the organizations and not to the average individual working in some department or institution.

The members of the committee believe that their work has been hampered somewhat because all the propaganda literature suggests that the application be filed with the Secretary and not with the soliciting committee member or the chairman of the committee. For this reason it has been difficult for the members to follow through when they have first written a person who might be interested. This matter was brought to the attention of the Society by the Membership Committee last year, but nothing was done to eliminate the difficulty. Such procedure, however, is definitely a handicap to any results that might be obtained by the Committee.

The committee for the first time had letterheads printed to be used in the solicitation of members. Eleven hundred letterheads were printed and with the literature furnished by the Society each committee member received an allotment of supplies. There was no expense to the Society, however, for envelopes or postage.

Any credit for results obtained should go to the efforts of the committee as a whole rather than to the chairman. All new members were recruited by the committee members and not by the chairman. Approximately four hundred letters were written by the committee in an effort to gain new members. It is the consensus opinion of the committee that the prospective members were pretty well circularized and that some persons who did not join this year might do so at a later time.

The chairman wishes to express his appreciation to the individual members of the committee for their interest and efforts in behalf of the committee, and to Dr. Cappon, Secretary of the Society, for his cooperation.

D. L. Corbitt, *Chairman*

REPORT OF THE COMMITTEE ON LONG RANGE PLANNING

The Committee on Long Range Planning was appointed by the president in the fall of 1949. No meeting was held for several months, but certain members of the committee who were attending the annual session of the American Historical Association in Boston, December, 1949, held an informal discussion regarding the program of the committee. The committee met in Williamsburg, Virginia, on May 6, 1950, with Philip C. Brooks, Robert Bahmer, Lester J. Cappon, Ernst Posner, and the chairman present. The meeting lasted all day and it was felt that the discussion was well worthwhile. No definite conclusions were reached at the time and the committee has not met since. No recommendations as to long range planning are submitted at the present time, but the committee hopes to have something more tangible ready within the next twelve months. It is recommended that the Committee be continued for the year 1950-1951.

Christopher Crittenden, *Chairman*

REPORT OF THE PHOTOGRAPHIC TECHNIQUES

The establishment of this new committee was announced in the January issue of the *American Archivist*. Unfortunately, this announcement gave only the name of the chairman and, through oversight, the other members were never notified of the honors or obligations intended.

This first report, therefore, is largely an account of the chairman's activities, — the writing of two papers using the name of the committee in the byline. The first, "The Maintenance of Microfilm Files," appeared in the *American Archivist* for April, 1950. The second was a reply to a questionnaire from the International Congress of Archivists for use at the Paris meeting in August, 1950.

This committee is not faced with any shortage of useful projects. It will attempt to serve the State and local archivists, because they rarely have available resources which those of us in the Federal Government are too apt to take for granted. The abundance of topics constitutes a hazard. Many a committee in the professional societies has failed to be productive because its members lack the time, energy, and resources to engage in the necessary correspondence after a day's work at their regular jobs. If this new committee is to be productive, it is felt, it must concentrate on one major project per year. One good-sized bear is better than a bagful of rabbits.

One of the most pressing needs is a set of standards for the identification, indexing, and authentication of the microfilm records of State and local government offices. Fortunately, the Public Administration Service is willing to finance such a publication as a companion to Dr. Brooks' monograph, *Public Records Management*. This writer has just recently completed the manuscript of a rather definitive manual on microphotography for Federal Government use. To adapt parts of this manual to State and local government needs should not prove too difficult; essential differences between Federal, State and county records, furthermore, would eliminate the danger that the two publications would be covering the same ground. This looks like the major project for 1951.

To avoid the delays inherent in having a committee prepare such a monograph, the chairman will take the full responsibility of authorship, submitting copies of the manuscript to the committee members for their comments. This assistance will be acknowledged formally. Since the author's connection with the Society will appear on the title page, however, any suggestions for further reviewing of the manuscript or for clarification of the Society's connection with the publication will be welcomed by the author.

DANIEL F. NOLL, *Chairman*

REPORT OF THE JOINT COMMITTEE ON MANUSCRIPTS

The Joint Committee was dormant during most of the year because the president of the Society of American Archivists did not appoint any representatives from that Society until April of this year. Then the committee ex-

isted only until August 20, when a report was prepared for the annual meeting of the American Association for State and Local History. At that time the chairman was at the height of extra work imposed on him by preparations for the Indiana Territory Sesquicentennial (adv). No opportunity offered itself by which the committee members could meet together. A circular letter to members of the committee in the middle of the summer evidently caught them on their vacations, because I received but one reply. However, the chairman accepts responsibility for the inactivity of the joint committee since it was finally completed and until August 20.

May I repeat the results of our investigation last year. The committee has learned of two encouraging factors toward materialization of a union catalog of manuscript collections. First, it appears certain that we may rely on libraries and other repositories of manuscripts to send to a central office cards describing their manuscript collections. Second, it appears certain that we can find free office space for a union catalog on a university campus. These discoveries by no means make a union catalog possible, for the financial problem of a staff remains.

The Joint Committee would welcome a directive from both societies, whether to determine the size of staff needed and draw up a theoretical budget for submission to both councils, to enlist the aid and advice of other organizations, to postpone the whole project because of war clouds, to consider the possibility of regional union catalogues, or what not. There is also the question of whether a location for the union catalog should first be determined so that the budget may be prepared in conjunction with officials of the host institution.

The six weeks interval between the annual meetings of the two societies will occasion a further delay, since the new committee will not be fully formed.

HOWARD H. PECKHAM, *Chairman*

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

The Papers of Thomas Jefferson, Volume I, 1760-1776, Volume II, 1777-1779, edited by Julian P. Boyd, Lyman H. Butterfield, and Mina R. Bryan. (Princeton. University Press, 1950. Pp. viii 679; xxiii, 665. Illustrations. $10.00 per volume.)

Thomas Jefferson, perhaps more than any other public figure of the Revolutionary and Republican era, had a great sense of history, a considered regard for the preservation of those earliest records which he called "the curious monuments of the infancy of our country." At his death he left to his grandson, Thomas Jefferson Randolph, his well-ordered accumulation of letters and papers which Chinard has called "the richest treasure house of information ever left by a single man." Ironically, this magnificent archive was later divided, dispersed, and partially destroyed.

With the publication of Volume II of a projected fifty-two volume edition of the *Papers of Thomas Jefferson* by the Princeton University Press, under the editorship of Julian P. Boyd, and his assistants, Lyman H. Butterfield and Mina R. Bryan, the work of presenting this vast reassembled treasure house is well under way. Hereafter it is planned to publish four volumes each year. This will complete the series in 1963, just twenty years after the date of its inception on the bi-centennial anniversary of Jefferson's birth.

This is one of the greatest editorial projects ever launched in America. It is also a major archival triumph, for the search for Jefferson documents extended to libraries and archival institutions throughout the United States and archival institutions in France, Italy, Holland, Germany, Sweden, Canada, and the British Isles. Several hundred private owners of Jefferson manuscripts also contributed to the reconstituting of the Jefferson archive.

In the eighty-three years of his life, this philosopher-statesman corresponded with men in every walk of life from philosophers and kings to carpenters and farmers; and on every subject from mould-boards for plows to the inalienable rights of man. Living through the momentous events of American and world history from 1743 to 1826, Jefferson played an important role in many of them, and was a keen observer and recorder of the rest.

As he told Robert Walsh in 1823, "the letters of a person, especially one whose business has been chiefly transacted by letters, form the only full and genuine journal of his life. . . ." What a life will be revealed when the editors publish more than 18,000 letters which Jefferson wrote, together with texts or summaries of more than 25,000 of which he was the overburdened recipient!

The first volume begins with the year 1760, for most of Jefferson's earliest writings were lost when his early home, "Shadwell," burned in 1770. It con-

tains one of the finest documentary studies of the genesis and writing of the Declaration of Independence, which includes an extended discussion of the discovery of the earliest known fragment of its composition draft.

The second volume covers a portion of the years 1777 to 1779, when Jefferson was serving his native State in the House of Delegates, and as wartime Governor. During this period he embarked intensively upon a program of legislative reform which culminated in his great work on the Revisal of the Laws of Virginia. The great reforms, both attempted and accomplished, are not only monuments of the enlightenment in Virginia, but are major charters in the history of American liberties. The bill for the emancipation of slaves failed, but those for the abolition of primogeniture and entail, for proportioning crimes and punishments, for the general diffusion of knowledge, and for the establishment of religious freedom, succeeded.

One of the most fascinating facets of editorial interpretation of Jefferson's great career as legislator and architect of some of America's most significant laws, is the new light thrown upon his method of preparing his great documents.The magnificent foundation in law he had gained under his beloved mentor, George Wythe, who worked with him on the Committee for Revisal; his own insistence upon a reform of language, as well as substance of old laws; and his own insistence upon achieving the objects of the American Revolution through legislation are every where apparent.

The editors have been most skillful in their use of editorial notes and scholarly apparatus, with a single exception. The volumes are not indexed, and it is intended to issue indexes periodically to groups of volumes, and a comprehensive index at the conclusion of the series — but twenty years is a long, long time to wait.

Could Jefferson view the skill and care with which the editors have performed their part of the work, the excellence of typography and format, the specially designed Monticello type face, the fine paper and illustrations, he might well be reminded of advice that he gave to William Waller Hening, who was preparing an edition of the Statutes at Large of Virginia, for which he drew heavily upon Jefferson's own collection of printed and manuscript records. "I shall have no doubt of the exactness of your part of the work, but hope you will take measures to have the typography and paper worthy of the work." It is.

Helen Duprey Bullock
National Council for Historic Sites and Buildings

Erhvervshistorisk Årbog. Meddelelser fra Erhvervsarkivet (Business Historical Yearbook, Information from the Business Archive). Vol. 1, 1949, (Denmark, Aarhuus Stiftsbogtrykkerie, 1949, P. 86).

In this report the recently established Danish Business Archive, located in the historic town of Aarhus, endeavors to acquaint its public with its aims and activities and, incidentally, also with the similarities and differences between it and other business archival institutions. Vagn Dybdahl, archivist of

the institution, is apparently responsible for most of the brief but meaty chapters.

The first chapter summarizes the history of the development of the Business Archive. As Mr. Dybdahl has been associated with the project since 1942, and previously to that with the Danish Rigsarkiv, he should be well versed in its historical antecedents. Already before World War I, Danish archivists were interested in the preservation of noncurrent business records. Although the attention given to the subject did not then materialize into any separate organization, the various archival institutions of the government did become the recipients of the archives of a number of private concerns. In 1922 the Scientific Society aided the movement by creating a "Commission for the Examination of the privately owned Sources to Danish History," and the next decade brought more offers of archival holdings than the Danish Rigsarkiv and the provincial archives were able to accept. In a volume entitled *Dansk Arkivvaesen* (Danish Archival Administration) published in 1933, Axel Linvald, the present Riggsarkivar, declared that the situation must eventually lead either to the establishment of a separate institution for business archives or to a considerable expansion of the national and provincial archives. Quite aware of the problem, the Scientific Society's archival commission considered placing the business archives in the ancient castle of Kronborg [of Hamlet fame] and of combining them with the Trade and Maritime Museum.

Before any such action could be taken, members of the faculty of the new university in the city of Aarhus decided that the business archives of the country would be an asset to the university by providing the means for research. The outcome was a typically Danish step of cooperation. On July 1, 1942, representatives of several institutions met and formed a "Committee for the Establishment of a Business Archives in Aarhus." The city mayor became chairman; the city courthouse and the state library offered work and storage space; the Scientific Society promised financial aid; and the archival work was placed under the direction of the Rigsarkivar.

At the conclusion of a six-year period the committee found that it had received the archives of 350 organizations, covering the period from 1670 to 1947 and representing trade, industry, agriculture, and handicrafts. With the promise of greater financial support from the municipality, the national government, and private sources, the decision was made on June 4, 1948, to create the Business Archive at Aarhus as an "independent" organization under the supervision of the Rigsarkivar.

In the chapter on business archives in Europe and the United States, Mr. Dybdahl mentions that the scope of the Danish national archives has been broadened to include all "handwritten" sources of the history of the country with the exception of those having a literary character. Nevertheless, he believes that the collection and arrangement of business archives will receive only secondary consideration unless they are kept in special archival depositories. That the business archives of "France, Belgium, Esthonia, the Soviet Union, Norway, and Sweden" have been consigned to previously existing pub-

lic archives, he considers unfortunate. Solace is found, however, in the fact that since 1931 the archivists of French "departments" have been ordered to prevent the loss of valuable archives when business organizations cease to exist. Furthermore, several French business organizations have opened their archives for research, while other firms allow their records personnel to receive instruction from archivists of the Ecole des Chartes.

A chapter on "principles of arrangement," actually a systematic discussion of records administration, contains a pertinent anecdote in which the great financier, Jacob Fugger, in 1560 advises his nephew always to have the records of the firm in such order as to be assured of "an arsenal whether it be for attack or defense." For those in doubt as to the meaning of archival terminology, "arkiv" is defined as having originated from the Greek "archeion" meaning government building. Other definitions of "arkiv" as used in Denmark are given: (1) a building for the preservation of "papers" (records); (2) an institution which has the care and custody of such records; and (3) a collection of records resulting from the activity of an individual, a business, or an institution.

To an American archivist the advice concerning containers for records seems strange, although perhaps appropriate for records as kept in Europe. In regard to the care of records, Mr. Dybdahl speaks of placing records vertically in paper cartons as constituting a method which became conspicuous during World War I. He indicates that this method has been found unsatisfactory because "the papers sink together and become unmanageable unless the boxes are filled to the point of bursting." In the latter case, it might be added, the records can not readily be removed without considerable wear and tear.

Having expressed the belief that an archivist should be allowed to do some historical research, Mr. Dybdahl includes a chapter on shop closing hours in Denmark from 1840 to 1908. Like the preceding chapters it is well-written and well-documentated, and the problems that arose in fixing the time that shops should be open or closed during the week are discussed with clarity and discernment.

The guiding hand of the Rigsarkivar is manifest in an introduction, in which he expresses the hope that the new institution may be able to continue and to expand its activity, and that it may become one of the archives of the national government.

This report, which shows rapid growth for the institution during the first year of its existence, will undoubtedly help to continue the agency's good public relations so evident throughout the volume.

MARGARETH JORGENSEN

National Archives

Meddelanden från Svenska Riksarkivet för År 1948. (Stockholm. Kungl. Boktryckeriet, P. A. Norsted & Söner, 1950. Pp. 102. 4 kronor.)

As in previous years, the Archivist's annual report (*Årsberattelse*) appears first in the *Meddelanden* and covers the work of the Riksarkiv, the "lands-

och ländsarkiven," and the various agencies with archival functions which are responsible to him. Accession inventories for the year are appended. Work done during the year for the Foreign Office (Utrikesdepartment) in examining the archives originating in the Auswärtiges Amt of Germany, and now brought together at the Allied Document Centre in Berlin, is rated of "outstanding national research significance." The Riksarkiv is also to be the recipient of a positive copy of the microfilm, now being prepared by the Genealogical Society of the Church of Jesus Christ of the Latter Day Saints, of Sweden's church books, tax and population schedules, and certain other archives of genealogical significance. In this connection, Herr Boëthius remarks that thus far nothing has come of his request, made last year, for permission to study American microfilming practices as they might apply to the needs of the Riksarkiv.

Mere mention is made in this report of the fact that the plea for adequate storage space, voiced repeatedly since 1940, has yet borne no fruit. And, although the reorganization plan submitted with the 1947 report was presented in connection with the agency's appropriation request for 1948/49, financial conditions have prevented its consideration. So events of the past year have served only to emphasize the need for increased personnel.

Two articles (one dealing with certain private archives, the other with the problems involved in preparing the graphic reproduction of the seals for the *Diplomatarium Suecanum*) and a book review complete the volume.

Since archival legislation in any country is of particular interest, the review article warrants some additional comment. The volume reviewed, *Kommunal Arkivordning: Kort Rettledning for Kommuner* (Oslo, 1949) was issued by the Norwegian Riksarkiv pursuant to a Royal Decree (July 8, 1948) which vested the Archivist with power to issue directions for the preservation, arrangement, and supervision of the archives of petty jurisdictional districts (härader), parishes (socken), and municipalities (stadskommuner). Under this authority the Archivist can require a given *kommun* to establish proper archival storage within a reasonable time or send its noncurrent records to one of the "statsarkiv." *Kommunal Arkivordning* implements this authority with the necessary orders, and gives directions for the collection of the old records, their arrangement, selection, listing and care, as well as for the building and equipment of fireproof and damp-free storage space.

MATILDA H. ELIASON

Corning, New York

Les Archives de France, Hier, Aujourd'hui, Demain, by Charles Braibant. (Paris, Imprimerie Nationale, 1949. Pp. 22. Two illustrations.)

This is an address given late in 1949 by the new Director of the Archives of France before the Society of the Ecole des Chartes. Marking the first of a series of lectures, it discusses with remarkable frankness and candor what Mr. Braibant calls the "crisis" of the French archives. In order to make crystal clear the nature of the crisis he contrasts the present unhappy state of

affairs with that of an earlier, in comparison, golden age. This done, he points the way out of the archival desert.

What proof is there of a crisis? Braibant gives several proofs as follows: (1) a "veritable exodus" in recent years of archivists to other work; (2) the fact that of all the great cultural institutions of the country the Archives alone lacks representation on UNESCO (thus failing also to receive certain material benefits); and (3) the constant shrinking of the Archives budget as against the total government budget during the period 1865 to 1947.

Out of every 10,000,000 francs of the general budget, Braibant indicates, the Archives Nationales received:

in 1856	1,065 francs
in 1874	720 francs
in 1888	645 francs

After the Archives Nationales and the departmental archives were combined to form the Archives of France, they together received:

in 1903	625 francs
in 1922	363 francs
in 1947	285 francs
in 1949	405 francs

Braibant presents these figures to reveal some measure of the decadence of the archival service. He takes scant consolation in the slight increase in his 1949 budget. Nor does he neglect to compare his own modest position with the prestige enjoyed by distinguished predecessors such as Daunou (First Empire) and Léon de Laborde (Second Empire). In 1860, out of the 103 inspectors general of the French Government, the Archives had three. It now, with greatly increased responsibilities, has only two, while each of the other services has more inspectors general than in 1860. The plight of the French ministerial archives in Paris naturally forms no part of Braibant's discussion, so he does not relate that between 1906 and 1936 the French Foreign Office archives suffered a cut of three fourths of its personnel.

Braibant attributes the decline of the Archives to the modesty of the hard-working archivists and to the stagnation of historical research. Part of his program is to bring the Archives to the attention of the authorities and the public by means of expositions, press conferences, and radio talks. At the opening of the Peace of Westphalia exhibit at the Archives Nationales (in 1948) he secured not only the attendance of the President of the Republic but that of a number of French and foreign personalities of high rank. A grandiose plan for the future is to create as part of the Archives Nationales a "sort of city of the history of the world"— a museum of universal history which would depict the great human desire for peace from the Forty-Day Truce of Philip Augustus to UNESCO. The foreign section of the incomparable museum of the Archives Nationales, he declares, has the first elements for the proposed museum.

But such measures are not sufficient to restore the earlier luster of the Archives. Braibant regards as beyond his power the reactivation of historical re-

search as it was from Guizot to Lavisse. Since the archivists are not called upon at the present time to serve historians, he proposes that they serve government officials instead. This they did during the French Revolution, also a period of great change.

Braibant refutes warmly the charge that *Chartistes* (graduates of the Ecole des Chartes, the training school of archivists) are merely scholars who understand nothing about present-day problems. A number of these graduates, he shows, have successfully applied their method to practical affairs. Oddly enough, he does not mention Gabriel Hanotaux of the class of 1880, who became a distinguished statesman and historian.

Beginnings have been made to introduce *Chartistes* into current records work. In 1949 plans were made to establish on an experimental basis a central archival service in the Ministry of Agriculture under a *Chartiste*. Braibant attaches great importance to the creation of centers of contemporary documentation in the provinces. As inspector general he established 29 of these centers for the use of administrators, general counsels, educators, and the press. *Chartistes* are needed to arrange the masses of papers in dossiers for ready consultation. Braibant does not propose at this time, however, to attempt to introduce order among the great masses of current administrative correspondence where "a horrible confusion" reigns. On no point, he declares, are the administrators and particularly their subordinates more touchy. Any moves in this direction must, in consequence, be made with great prudence. This task the director leaves to the future.

But how can French archivists, depleted in numbers and overworked, take on new duties? Should they not wait for the government first to provide sorely-needed personnel in the form of lower ranking archivists and clerks? No, says Braibant. Using military analogy, he favors starting the assault without reinforcements. Seeing the assault started, the authorities, he believes, will send reinforcements. By assuming new duties the Archives has a chance of securing a suitable staff. It is absurd, he points out, to have but one archivist per department as in the days of the July Monarchy (1830-1848).

At the end of his address Braibant takes up the subject of training Ecole des Chartes students for current archival work. As a beginning, he worked out an arrangement with the director of the school whereby three students became probationers in the departmental archives of the Seine for a period of one to two months. Through this system, to be expanded as rapidly as possible, he hopes to obtain directors of departmental archives who are trained to assume the difficult and complex tasks devolving upon such officials.

Braibant is a man to watch. The traditionalists are opposing him. He asks: who is right, those who see things as they were in 1900 or he who sees them as they will be in the year 2000?

Carl L. Lokke

National Archives

Microfilms and Microcards: Their Use in Research, by Blanche Prichard McCrumm. (Washington, D. C., Library of Congress Card Division, 1950. Pp. v, 81, $.55.)

The literature of the micro documentary reproduction techniques including microfilm and microcard is dispersed and highly fugitive. Relatively few books have appeared, and the principal sources must be ferreted out of the entire broad span of the periodical literature. In all probability still more valuable information could be found in the reports of committee memoranda, private or organizational surveys, and data files which have never achieved public circulation. In bringing together a selected and annotated bibliography with emphasis on more recent titles, Miss Blanche Prichard McCrumm has rendered a real service to the field and to all who may come to find the micro techniques increasingly important in their work. In a listing of 263 entries indexed by topics, the basic important segments of the literature have been clearly presented. To state that there have been omissions is to underscore the obvious; complete coverage was not visualized or required for the present work. Ample references to bibliographies and sources will guide the reader further afield if necessary. The two important studies of William Jerome Wilson that appeared in *The Library Quarterly*, Vol. XIII, No. 3, July, 1943 "Manuscripts in Microfilm — Problems of Librarian and Custodian" and Vol. XIII, No. 4, October, 1943 "Manuscripts in Microfilm — Problems of Cataloger and Bibliographer" are not mentioned, and there are other titles of importance in the field that readily come to mind. But these are regrets of the reviewer and do not constitute valid criticisms of an excellent piece of work.

Inclusion of the Library of Congress card numbers when available together with location symbols for material in the Library of Congress will be found useful. The bibliography is directed specifically toward investigators who are not themselves librarians, archivists, or others engaged professionally in the handling of documentation. In this respect it has served its purpose exceedingly well, and it is moreover a reference tool of great utility. The modest price of $.55 represents an investment which will produce dividends greatly in excess of even sanguine expectations.

VERNON D. TATE

Massachusetts Institute of Technology

Report of Administration & Operations, Records Administration Center, Office of The Adjutant General, St. Louis, Missouri and Kansas City Records Center, Office of The Adjutant General, Kansas City, Missouri. Fiscal Year 1949, [by E. C. Gault] (N.p., n.d., Pp. 72. Processed.)

Records centers are one of the major frontiers in the field of records management and archives administration. The gargantuan Army records centers at St. Louis and Kansas City provide tangible evidence of new challenges to management and the archivist. Some of the challenges include control of giant record keeping operations, forging new techniques in finding media, developing assembly-line techniques for screening, segregating and processing masses of

records, and at the same time assuring selective records preservation. The Army and the Navy made significant strides in dealing with these challenges have forged many new techniques to deal with the problem of mass handling of records in a "Limbo" status.

The records centers at St. Louis and Kansas City are not archival establishments. Rather, they are facilities for the centralized and responsible custody of records pertaining to separated military and civilian personnel of the Army and the Air Force.

A few selected figures might be cited to illustrate not only the extent of operations at St. Louis, but also the fact that daily problems are concerned mainly with records management rather than with archives administration. In July, 1948, 3,638 persons were employed at St. Louis. Over 900,000 linear feet of records were on hand at that time, and the volume of references during fiscal year 1949 amounted to almost three and one half million cases. The handling of this impressive workload involved many problems of intake, output, and backlog.

Although the bulk of the records of the Department of the Navy is not as large as the Army holdings, the Navy faces similar problems of processing, servicing, weeding, and merging of files. The merger of Army and Navy military personnel records operations has received much discussion. The economies to be achieved through such a merger are definitely in the public interest. Perhaps the National Archives and Records Service of General Services Administration will some day spearhead this merger.

ROBERT A. SHIFF

The National Records Management Council

Annual Report on Historical Collections, University of Virginia Library including Alfred Henry Byrd Library of Virginia History and Literature, Elizabeth Cocke Coles Collection of Books about Virginia, Tracy W. McGregor Library, Eighteenth and Nineteenth, for the Years 1947 to 1949. (Charlottesville. University of Virginia, 1950. Pp. 93-246.)

With the publication of this report, another chapter has been added to the careful and scholarly appraisal of the resources of the Historical Collections of the University of Virginia Library. Consisting of two parts, the report contains an essay by Francis L. Berkeley, Jr., and an alphabetical list of collections of manuscript materials acquired by the division.

The essay by Mr. Berkeley, in addition to providing a general description of the work accomplished by the staff, undertakes to answer two questions which are of interest not only to the scholar but also to the general reader. They are: "Why are so many of 'Our Virginia Manuscripts' in North Carolina and California? Why is Princeton University publishing the Jefferson papers?" The first of these two questions is so familiar that I am sure any reader can substitute the name of his own State and thus translate it into an inquiry pertinent to his own case. Mr. Berkeley gives a very satisfactory explanation and an equally satisfactory description of the policy of cooperation

which is the goal of the University of Virginia Library. The discussion of the Jefferson papers is very adequately handled and again points the way to cooperation between institutions. The introduction also records the development of the University's plan for filming not only its own collection of newspapers but also many which are in the hands of individuals. Attention is called to the program of making the Division of Rare Books and Manuscripts serve as an agency for stimulating the intellectual growth of the undergraduate without diminishing its usefulness to scholars generally.

The list of materials acquired July 1, 1947 to June 30, 1949 is impressive as usual, including 541 new collections totaling a million and a quarter pieces. Equally impressive is the statement that "every collection received during these two years . . . has been processed and made available to investigators within a few weeks of its reception." Of the new collections received, twelve fall in the period before 1699, and 193 between the years 1900 and 1949. The greatest number of collections deal with the nineteenth century.

While one hesitates to select items of importance for particular note, some outstanding collections or documents should be noted. One hundred twenty-seven original Jefferson letters were added during the period. The papers of the late Carter Glass of Virginia, numbering 400,000 items, are of major importance. The broad scope of the collections is amply illustrated by the inclusion of many items of literary as well as historical interest.

JACQUELINE BULL

Lexington, Kentucky

Public Record Office. *110th Report of the Deputy Keeper of the Records.* (London. His Majesty's Stationery Office, 1950. Pp. 21. Appendices. 6d.)

This publication is a report "to the King's Most Excellent Majesty" by the present Deputy Keeper of the Records, Sir Hilary Jenkinson, of the activities of the Public Record Office during the year 1948. In addition to routine reports concerning the staff, the work of the Secretariat, the Repository Section, and of other sections, the report contains further information of significance to archivists. Of particular interest is the settlement in regard to the transmission of certain Scottish records to the General Register House, Edinburgh. A classification of these records is given in Appendix II of the report. In the publishing program of the Office only one volume was issued during the year, the *Calendar of Patent Rolls, Elizabeth, Volume* II. Among the projects discussed in 1948 was the new edition of the *Guide to the Public Records*, of which the first part has since been published. A plan has been prepared for the publication of a series of *Exchequer Enrolments*. Scholars will welcome the sizeable list in the report of classes of records for which transcript lists are now available in the search rooms. Of prime importance is the announcement that Treasury consent has been given to a new venture, the appointment of temporary editorial assistants, drawn from young graduates of the British universities, "who have had at least a year's experience in research and are thought likely to hold in the future University teaching posts." Such a procedure will

be invaluable in offering a training not only to young editors but also to young historians who hope to combine teaching and research as a career, and who may also wish to do part-time editorial work on records. This report reveals a vigorous administration of archives that unites thoroughness and scrupulous care in every phase of the work with imagination and initiative in the launching of new projects.

DOROTHY BRUCE WESKE

Barrington, Rhode Island

Texas Library and Historical Commission. *Texas State Business and Historical Records: Solution to Space and Preservation Problems.* (Texas State Library. Austin, 1950. Pp. 36.)

This little brochure of nineteen pages of text, seventeen pages of illustration, one double page insert, and textual and illustrative matter on the inside covers bubbles over with enthusiasm. The illustrations recall the "before and after" photographs of WPA days. In fact, one wonders how the records of the State of Texas which, according to this brochure, are stored in attics, corridors, cellars, and a cowbarn, failed to benefit from the widespread projects of rehabilitation. The accumulative figures on footage occupied by the records in original form (35,438) and in microfilm (1,644), the number of file drawers originally required (29,321) and finally required (1,133), are impressive and convincing. The cost figures are another matter. The "cost of film" is given as $269,461 for 69,034 rolls of film; that is, the cost per roll is about $3.90. Where are the labor costs, and the editorial, the cataloging, the equipment?

LESTER K. BORN

Library of Congress

Indian Historical Records Commission. *Proceedings of the Meetings of the Silver Jubilee Session.* Volume XXV. (New Delhi. Manager of the Government of India Press, 1949. Part I. Pp. ii, 148; Part II. Pp. ii, 229.)

Although there are many interesting features in the two slim volumes representing the Silver Jubilee Meeting of the Indian Historical Records Commission, by far the most important for archivists of all nationalities is the inaugural speech by the Honorable Pandit Jawaharlal Nehru.

Caught, as we so often feel ourselves, in the inescapable spiderweb of minutiae that seems to hold us forever from the bright vision of scholarship that lured us into the mesh, it is a release to find a world figure of the stature of the Prime Minister of India speaking of our labors with serious and understanding respect; and even showing sufficient concern for us to scold us gently for that very entanglement. Pandit Nehru is no patronizing outsider, condescending to us from a larger world. Not only does he make history; he seizes his leisure moments — such as those supplied by a lengthy prison sentence — to write history of the highest quality. Any historical worker who has failed to read his *Glimpses of World History* has missed a soul stirring experience.

When such a man says, "I sometimes feel how delightful it must be to carry on that pursuit [of historical research] in a calmer atmosphere . . . cut away from the provocations and disturbances of the type of life that I lead," one feels that he speaks with more knowledge than is based on what he wryly calls in his next sentence, "some kind of nostalgia from which many of us suffer who do not like the particular job they are placed in."

The importance of his speech lies in his warning to us all against what all of us must recognize as the two great failings of any worker in historical details: First, "An attempt at unconsciously forgetting the fact that a larger public has to be, or should be addressed." "I do not think that is good," he says, "because you isolate yourself from that larger public. You do not get their backing, and that larger public cannot benefit by your labours." Secondly, "Any subject that you might investigate — although necessarily you investigate a particular subject — might generally be viewed in relation to a larger whole. Otherwise it has no real meaning except as some odd incident that might interest you."

Volume II of the proceedings contains papers presented at the public meeting (among them is one by Solon J. Buck). Many of them are on the general subject of archives methods; but most of them are on the subject of Indian history. Next to the speech of the Prime Minister, however, the most revealing portion of these volumes is found in the committee reports which form the bulk of Volume I. Here one gains a startling insight into the heart breaking problems of preserving archives in a government in the present situation of that of India. What, for instance, is the proper disposition of the records of the retiring British Government? Are they to be carried back to England, where they are unmistakably of national importance? If so, what of the plight of the Indian scholar who must make a long and expensive journey to consult records of vital importance to any study of Indian history? What is the fair disposition of papers equally important to India and Pakistan? What of the records pertaining to Kashmir and the small independent kingdoms? Can a despotic rajah be forced to preserve records which reveal corruption in his own reign?

These are problems unlike any which perplex us, so that it is exciting to study their possibilities from afar. One is impressed with the practical resourcefulness with which the Indian scholars are meeting them. It is of interest to note to how large an extent microfilming is being applied as one solution.

Appendixes to Volume I contain bibliographical and documentary lists which should be useful to students of Indian history. The volume is illustrated with portraits of leading personalities at the meeting.

Elizabeth Clarke Kieffer

Franklin and Marshall College

News Notes

MARY C. LETHBRIDGE, *Editor*

The National Archives

THE NATIONAL ARCHIVES AND RECORDS SERVICE

The Federal Records Act of 1950, which codifies much previously existing legislation in regard to archives and records administration and adds a number of new features, became law (*Public Law* 754) on September 5. It made it mandatory for Federal agencies to make adequate records of their activities and to have records-management programs that will ensure efficient and economical record making and record keeping. The General Services Administrator, who has delegated immediate supervisory authority over the program to the Archivist of the United States, was given responsibility for improving standards, procedures, and techniques in these fields and for operating Federal records centers, where noncurrent records can be maintained until they can either be destroyed or transferred as permanent records to the National Archives.

In accordance with a provision of the new Federal Records Act, the personal papers and other documentary materials, such as photographs, motion pictures, and sound recordings, of the Presidents and of other high Federal officials may be deposited in the National Archives. Restrictions may be placed on the use of all or any part of such papers for the duration of the lifetime of a depositor or for a period not to exceed 25 years, whichever is longer, although such restrictions may be removed at any time by the depositor or his heirs.

The functions of the National Historical Publications Commission, recently called upon by President Truman to investigate and make recommendations to him on what can and should be done to publish the papers of those who have made major contributions to the American way of life, were broadened by the Federal Records Act of 1950. In addition to making recommendations in regard to historical publications to be undertaken by the Federal Government, the Commission is charged with encouraging and cooperating with Federal, State, and local agencies and nongovernmental institutions, organizations, and individuals in collecting and preserving and, when desirable, editing and publishing papers "important for an understanding and appreciation of the history of the United States."

Provision was also made in the act for increasing the membership of the National Historical Publications Commission. It will consist of the Archivist of the United States, as chairman; the Librarian of Congress or his alternate; one member each from the Senate and the House of Representatives, to be appointed by the President of the Senate and the Speaker of the House, respectively; one representative of the judicial branch of the Government, to be

appointed by the Chief Justice of the United States; one representative of the Department of State, to be appointed by the Secretary of State; one representative of the Department of Defense, to be appointed by the Secretary of Defense; two members of the American Historical Association, to be appointed by its council; and two other members "outstanding in the fields of the social or physical sciences," to be appointed by the President of the United States.

Documentary materials important in the study of maritime and commercial history and the development of admiralty law have recently been added to the file microcopies of the National Archives. These materials are records of prize cases heard on appeal by committees of the Continental Congress (1776-80) and by the Court of Appeals in Cases of Capture (1780-86), which are now in the custody of the Supreme Court of the United States. The microcopy contains a historical introduction, a list of the cases by name of State or colony from which the appeal was made, and an index to the cases by name of vessel and litigant. Positive prints of the 15-roll microcopy may be obtained for $64, although separate rolls may be ordered.

Among recent visitors to the National Archives and Records Service were Harold Leslie White, Librarian of the Commonwealth National Library, Canberra, Australia, and Gurgis Awad, Chief Librarian of the Iraq Museum at Bagdad. Each of these officials administers national archives through an archives division of the library under his direction.

LIBRARY OF CONGRESS

The Library of Congress has acquired some 200 papers of James Monroe, fifth President of the United States. These manuscripts, which were among those retained by the family when the main body of Monroe papers was purchased by the Government in 1849, contain a few drafts of letters and documents in Monroe's own hand, but they consist for the most part of letters addressed to him from 1783 to 1831, the year of his death. Fifteen letters from his uncle, Joseph Jones, member of the Virginia legislature and longtime judge of the Virginia General Court, contain valuable information about Virginia politics and proceedings in the legislature from 1783 to 1794. A later series, written by Monroe's son-in-law, Samuel L. Gouverneur, from 1822 to 1829, tell of family matters and also deal with the political situation in New York. Other papers of special interest include letters from the Marquis de Lafayette during his visit to America in 1824-5, and letters from Thomas Jefferson, John Marshall, John G. Calhoun, and Henry Clay.

The main body of Carl Schurz Papers in the Library of Congress has been supplemented and considerably enlarged by a group of several thousand Schurz papers and related items presented by Mr. George McAneny, President of the Carl Schurz Memorial Foundation. The group includes drafts and copies of a number of speeches delivered by Schurz, notes on Civil Service reform and financial subjects, and more than 500 letters, in German, received from members of his family and from friends during the last half of the nineteenth century.

The papers of the late Roland S. Morris, prominent lawyer and Ambassador to Japan during Woodrow Wilson's second administration, have been presented to the Library of Congress by his son, Edward Shippen Morris, and his daughter, Mrs. William F. Machold. Most of the papers, which number about 5,000, were created during the years of Mr. Morris's service in Japan, 1917-21, and in the course of his special missions to Siberia in 1918 and 1919. Files of correspondence for this period are supplemented by memoranda, reports, cablegrams exchanged with the Department of State, and notes for speeches Mr. Morris delivered in Japan and after his return to the United States. A similar group of papers pertains to his work as Professor of International Law at the University of Pennsylvania from 1924 to 1943.

Mr. Arthur E. Young resigned in October as Assistant Chief of the Manuscripts Division of the Library of Congress to become Deputy Regional Director for Records Management in Region 3, which includes the Washington area, under the General Services Administration.

One of the greatest documentation and microfilm publication projects dealing with the historical resources of the States of the United States ever undertaken has been completed as a joint undertaking by the Library of Congress and the University of North Carolina. The project, launched in 1941 but suspended for most of the war years, has succeeded in locating, microfilming, and organizing the earlier legislative, judicial, and executive records of the 48 States and their various territorial and colonial predecessors.

The product, which reproduces some 2,500,000 pages, is on 1,700 reels of microfilm of approximately 100 feet each in length. The reels can be stored in less than 26 cubic feet of space. An 800-page *Guide to the Microfilm Collection of Early State Records* has been published by the Library and is available for purchase at five dollars a copy. Positive copies of any reel of the film may be obtained from the Library's Photoduplication Service at fifteen dollars per reel or $22,400 for the entire collection.

During the past year the Library has received 800 reels of negative microfilm reproductions of Japanese Foreign Office Records. It is expected that the filming of these documents will be completed by July, 1951, making available for the first time a vast amount of important material on the course of Japanese foreign relations for the past 75 years. A preliminary checklist is being compiled by the Library's Japanese Section, giving Japanese and English titles of the groups of documents filmed and a reference to the reel of microfilm on which they may be found.

AMERICAN HISTORICAL ASSOCIATION

A Committee on Historians and the Federal Government, established in 1950 by the American Historical Association under the chairmanship of Prof. Conyers Read of the University of Pennsylvania, provides a medium of direct cooperation between archivists and historians. Largely a result of the interest of a member of the Society of American Archivists, Dr. Guy A. Lee, the committee will be mainly concerned with the preservation and accessibility of

Federal records for research; the employment of historians by the Federal Government for a variety of positions, including those in archival work; and the publication program to be sponsored by the National Historical Publications Commission. Richard A. Humphrey, of the Division of Historical Policy Research of the Department of State, is secretary of the committee. Dr. Philip C. Brooks has been appointed an active member of the committee in place of Dr. Lee, who became a corresponding member when his work for the Department of State took him to Germany. The committee sponsored a session on accessibility of records for research at the annual meeting of the American Historical Association at Chicago last December.

PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

Cooperation among archivists of the Western Hemisphere was the aim of the first meeting of the Committee of Archives of the Commission of History of the Pan American Institute of Geography and History, held at Havana, Cuba, September 17 to 25, 1950, under the auspices of the Cuban Government. Representatives of Mexico, Guatemala, Costa Rica, Colombia, the Dominican Republic, Cuba, and the United States attended, as well as observers from Spain, Argentina, and Panama. Dr. Philip C. Brooks and Dan Lacy represented the National Archives and the Library of Congress, respectively. Dr. Roscoe R. Hill was employed by the Cuban officials as technical adviser. Hosts were Dr. Emeterio S. Santovenia, chairman of the committee and President of the Cuban Academy of History, and Captain Joaquín Llaverías, Director of the Cuban National Archives and an honorary member of the Society of American Archivists. Secretaries of the committee are Dr. Julián Martínez Castells of the Sociedad Colombista Panamericana, and Fermín Peraza y Sarausa, Director of the Municipal Library of Havana.

In addition to considering its own organization and functions, the committee sought to promote the microfilming of records relating to the Americas in Spanish archives and planned a cooperative project to that end; it favored the establishment of an inter-American archives training center and eventually of an inter-American journal for the dissemination of professional information; it encouraged the various national archives to publish guides to their holdings and subsequently inventories of materials of general pan-American interest; it planned to have the committee secretariat gather information on archival laws, buildings, and microfilm facilities so that it could serve as a clearing house of information; it expressed hope that standards might be drawn up for cataloging and classifying those types of archives suitable to such treatment; it favored the limitation of restrictions on access to public records; and it urged the continuation of the archival internships, publication of archival literature in Spanish, and the furnishing of advice on building plans which have been carried on by the National Archives at Washington. It also emphasized the responsibility of national governments to provide for preservation of the national heritage in terms of archives and other documents in the broad sense.

TRAINING OF ARCHIVISTS

The Community College of Temple University in Philadelphia, Pa., is cooperating with The American University in offering in the Fall semester 1950-51, a course in The Preservation and Administration of Archives. The course is conducted by Ernst Posner in association with Helen L. Chatfield, Record Officer, Bureau of the Budget, Executive Office of the President; Philip C. Brooks, Chief Archivist, War Records Branch, National Archives and Records Service; Sherrod East, Chief, Departmental Records, Branch, AGO, Department of the Army; and Ken Munden, Chief of Depository Operations of the same agency. Eighteen students, most of them members of the staff of the Veterans Administration Records Center in Philadelphia, Pa., are enrolled in the course.

Intensive courses in archives administration, the preservation and interpretation of historic sites and buildings, and genealogical research will be offered by The American University, Washington, D. C., beginning June 11, 1951. Organizations cooperating in one or more of the courses include the Library of Congress, the National Archives and Records Service, the National Park Service, the Maryland Hall of Records, and Colonial Williamsburg, Inc.

The seventh annual course in the *Preservation and Administration of Archives* will open on June 11, and continue through July 6. In addition to lectures, the course provides laboratory experience in the National Archives, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records. Special lectures and laboratory work will be available for those concerned mainly with the administration of current records. Ernst Posner, Professor of History and Archives Administration of The American University, will be director of the course. The third *Institute in the Preservation and Interpretation of Historic Sites and Buildings*, will be offered from June 11 through June 29. Under the direction of Donald Derby of The American University meetings of the Institute will be held in Washington during the first two weeks of the course and in Williamsburg during the last week. Lectures and field investigations will be planned by Ronald F. Lee, Chief Historian of the National Park Service, and by Edward P. Alexander, Director of Interpretation of Colonial Williamsburg. The *Institute of Genealogical Research*, first offered in the summer of 1949, will be repeated from June 11 through June 29. The Institute will be given with the cooperation of the National Archives and Records Service and will provide lectures on sources and methods of genealogical research and laboratory work. Meredith B. Colket, Jr., of the National Archives and Records Service will be director of the Institute.

Further information may be obtained from the Office of the Director, School of Social Sciences and Public Affairs, The American University, 1901 F Street, Northwest, Washington 6, D. C. (Telephone: Sterling 4940.)

The School of Public Administration, Florida State University, Tallahassee, Florida, is offering this year a new course in Administration and Management in the Federal Government, which includes as part of the section on General

Services Administration discussions of records management. This section is being handled by Francis P. Brassor, Chief of Administrative Services of the U. S. Civil Service Commission, who served as Secretary of the Hoover Commission. Any persons who wish to attend these lectures are welcome to do so without charge and are not required to register; those who wish to take the course for credit should register at the regular period, February 10, 8:00 A. M. to 5:00 P. M. Dean Wilson K. Doyle of the School of Public Administration expects to announce soon a full semester course entitled *Public Records Management* which will be directed by John T. Flournoy, who has set up the University's records system and has made extensive investigations in the field. Emmett J. Leahy, adjunct professor at New York University, and various State officials will be invited to participate as guest lecturers.

The Chicago Bureau of Filing and Indexing, Inc., sponsored the nineteenth annual *Mid-west Conference on Filing and Records Administration* in Chicago on October 6. The program included "Records Management as a Vocation" by Harold F. North, Swift and Company; "Management Control of Records" by Dr. Earl P. Strong, University of Illinois; "Executive Records" by S. P. Martin, United Air Lines; "Short Cuts and Simplifications through Streamlining Procedures" by Mrs. Margaret L. Hudson, National City Bank of New York City; and a panel discussion of problems in records management headed by Mabel Mathews, Chrysler Corporation. The Bureau also conducted a *Records Administration Institute* for records consultants, file supervisors, and executive and research secretaries and assistants from November 13 to 17, with lectures and round table discussions covering scientific principles underlying all records administration. The faculty of the Institute consisted of Bertha M. Weeks and the staff of the Bureau and guest lecturers with experience in different phases of records management.

The University of Chicago has announced that at its Downtown Center, the University College will present a *Records Management Workshop* under the leadership of Vera A. Avery and Frieda Kraines.

FOREIGN NEWS

Belgium and Iraq

The Archives Générale du Royaume, Brussels, is distributing the reprint of an article by Jacques Bolsée in *Archives, Bibliothèques et Musées de Belgique*, entitled "La restauration des documents aux Archives Générales du Royaume." The booklet is devoted chiefly to the lamination process and especially to that process as accomplished by the Barrow laminator recently installed at the Archives by W. J. Barrow of Richmond, Virginia.

Gurgis Awad, Chief Librarian of the Iraq Museum, Bagdad, explained during a visit to Washington in September that the archives in the custody of the Museum relate only to the modern Government of Iraq, that is, the period after World War I. Since 1934 the ministries segregate all their noncurrent records at the end of each fiscal year and a committee of Government officials

selects those to be transferred to the Museum Library. The Librarian has a staff of twenty to care for these records. Very early records of Iraq, stone and clay tablets and papyri, are administered by the Museum as archaeological items.

ILLINOIS

Under a grant from the University Research Board of the University of Illinois, Professor Arthur E. Bestor, Jr., has arranged and classified the manuscripts preserved in the Workingmen's Institute at New Harmony, Indiana. These comprise the surviving records of the New Harmony Community, founded in 1825 by Robert Owen, the minutes and financial records of more than a score of early New Harmony organizations, over 1650 letters before 1870 dealing with the activities of Owen and his sons, and with the educational and scientific work of William Maclure, Thomas Say, and their associates, over 130 business ledgers dating back to the late 1820's, eighteen dockets of local justices of the peace, 1835-1880, and a number of diaries and miscellaneous personal papers. The most important parts of the collection are being microfilmed for the Illinois Historical Survey of the University of Illinois, which is prepared to furnish positive prints to interested libraries, and which will issue in mimeographed form the catalog of the collection, which is being prepared by Professor Bestor and his graduate assistant.

Ernest E. East, Peoria, has joined the staff of the State Library as Field Visitor, Archives.

LOUISIANA

Miss Hedda M. Johnson was appointed Acquisitions Archivist of the Department of Archives, Louisiana State University, effective September 18, 1950. Miss Johnson comes to the Department from the research staff of the Louisiana State Law Institute and was formerly employed as a supervisor and technician of the Louisiana Historical Records Survey and related projects.

MARYLAND

To succeed Dr. Harry Ammon, who resigned to accept a faculty post at Southern Illinois University, the Maryland Historical Society has appointed as Librarian Fred Shelley, formerly of the Manuscripts Division, Library of Congress.

MICHIGAN

Governor G. Mennen Williams on July 7 appointed Dr. Lewis G. Vander Velde to the Michigan Historical Commission for the term expiring May 21, 1956, succeeding Dr. James O. Knauss. Dr. Vander Velde is chairman of the Department of History at the University of Michigan and director of the Michigan Historical Collections.

MINNESOTA

The manuscript department of the Minnesota Historical Society and the history department of the University of Minnesota gave their second annual series of manuscript conferences on November 2, 9, and 16. About twenty graduate students attended the sessions. At the first meeting, personal papers, archives of organizations, and public archives were discussed from the viewpoint of content. At the second, examples of letterpress books, copybooks, ledgers, daybooks, contracts, deeds, reminiscences, interviews, pictures, maps, and recordings were shown and the problems of each were discussed. At the third meeting, guides, calendars, inventories, and catalogs were studied by the group.

The manuscript department is preparing a series of service bulletins for the local historical societies. The first number in the series, which will be issued in January, is a simplified guide to collecting, arranging, and cataloging manuscripts, with suggestions for centralizing information about manuscripts in the local societies at the Minnesota Historical Society. The second will be a selected list of subject headings used in the catalog to the collections of the Minnesota Historical Society. The third will be a list of materials for cleaning and repairing manuscripts, with some of the fundamentals for using them.

NORTH CAROLINA

The Executive Board of the State Department of Archives and History met in the office of the Director of the Department on August 22. Dean B. F. Brown of Raleigh, who had been appointed by Governor Scott on March 10 to fill the unexpired term of Dr. R. D. W. Connor, was elected chairman of the Board.

VERMONT

John O. Baxendale has been appointed Director of Public Records for the State of Vermont, under the direction of the Public Records Commission. This is a new position to take the place of that of Records Analyst, occupied for a few months by the late Guy B. Horton. Mr. Baxendale, who took office in August, is well acquainted with the town and city officials and their records.

VIRGINIA

Of interest to archivists is the recent reorganization of the historical agencies of the Commonwealth of Virginia, which was begun in 1948 and completed during the summer of 1950. In the former year the State Land Office was merged into the Archives Division of the Virginia State Library. Now the World War II History Division of the State Library, which had been carrying on the State's war history program launched in 1944 at the University of Virginia under the name of the Virginia World War II History Commission, and the Division of History and Archaeology of the Virginia Department of Conservation and Development have been replaced by the new History Division of the State Library in Richmond.